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TOOLS OF THE TRADE

TABLE OF CONTENTS

Introduction I

How to Get Assistance [I:5]
Supply Order Form [I:6]

Record Keeping Supplies II

Storage Containers III

Specialty Curatorial Items IV

Natural History Supplies V

Museum Cabinets, Shelving, and Storage Racks VI

Environmental Monitoring and Control Apparatus VII

Packing and Shipping Materials VIII

Equipment and Supply Sources IX

Equipment Sources [IX:1]
Supply Sources [IX:4]
Vendor Address List [IX:14]

Current Equipment Contracts X

Index XI

I. INTRODUCTION

The Curatorial Services Division's Harpers Ferry office operates a program to assist parks in obtaining specialty supplies and equipment to properly care for museum collections. The supplies are provided in modest quantities as our funds permit and are free of charge. Source information can be provided when parks need to order larger quantities than can be provided by this program. For further information, call the Curatorial Services Division. Supplies: 304-535-6132; Technical advice: 304-535-6072; FAX (for inquiries or to place orders): 304-535-6051.

Major pieces of museum equipment are available from the Division, either on loan or under an equipment purchase program funded through the Cultural Resources Preservation Fund (CRPF). Curatorial Services Division (CSD) issues an annual call to the regions requesting prioritized lists of needed museum storage equipment. Based on those needs, funds are transferred to the regions to puchase equipment.

Addressing NPS museum supply and equipment needs through a centralized program yields benefits to the Service that might not be possible or practical if those needs had to be addressed independently by individual parks. Those benefits are:

- CSD is able to achieve cost economies by utilizing General Services Administration (GSA) and Federal Supply System (FSS) contracts, as well as by WASO indefinite quantity term contracts. Having these contracts simplifies park purchases of museum equipment, and ensures the lowest possible acquisition costs.

- Improvements, refinements, and developments in museum supplies and equipment result from collaborative efforts between CSD and many manufacturers.

- To ensure that NPS collections receive optimum benefit from the specialized supplies and equipment used, research is conducted by CSD staff and contractors to determine appropriateness. For example, research on various storage materials has been conducted to ensure their proper pH, stability, and inertness.

The supplies and equipment listed in this catalog comply with standards in the Museum Handbook, Parts I and II, and in the Department of the Interior's Museum Property Handbook (1993). Supplies and equipment are listed in the following groups:

- Record Keeping Supplies

  Marking, measuring, and photography materials, as well as standard record keeping forms. Listed items are described in the Museum Handbook, Part II: Museum Records.

- Storage Containers

  Boxes, folders, envelopes, enclosures, bags, and trays that chemically and physically protect museum objects.

TOOLS OF THE TRADE

- Specialty Curatorial Items

  Materials and devices useful in caring for collections, such as locks and gasket retrofit kits for specimen cabinets, gloves, and personal protection equipment and supplies recommended for staff health and safety when working with hazardous materials. Also includes NPS Museum Handbooks, Manuals, and Conserve O Grams.

- Natural History Supplies

  Basic materials used to prepare and maintain herbarium, entomology, and wet specimens, as well as official NPS labels for all natural history specimens.

- Museum Cabinets, Shelving, and Storage Racks

  Cabinets, shelving units and racks that have been designed for or found to be applicable to the storage of museum collections.

- Environmental Monitoring and Control Apparatus

  Instruments, devices, and materials recommended for measuring and controlling environmental conditions that affect museum collections.

- Packing and Shipping Supplies

  Materials recommended for packing objects for shipment.

NOTE: Curatorial Services Division Inventory Numbers for stocked supply items are indicated in brackets following the item names. The unit of issue for stocked items is one each unless otherwise noted. Source information can be provided for items which are listed without inventory numbers. Often a price is negotiated through the Servicewide contracting process for such items.

Please place orders for supplies and for the loan of equipment on park-made photocopies of the Supply Order Form at the end of this catalog. When there are questions about the use or application of supplies and equipment, please call the Curatorial Services Division. If there is an urgent need for supplies, orders may be placed by telephone. Also contact the Division for source information on items not stocked.

Supplies: 304-535-6132
Technical Information: 304-535-6072
Faxed Orders: 304-535-6051

HOW TO GET ASSISTANCE

For museum supplies:

- First check with the Regional Curator to determine if there are regional procedures to follow or regional sources to use.

- Submit a written request using the order form provided in this section to list the items, inventory numbers, and desired quantities. Requests may be mailed or sent via FAX.

- If there are questions about supplies or if technical advice is needed, contact Curatorial Services Division (CSD) staff by telephone, memorandum, or FAX.

- For parks needing supplies in quantities larger than CSD can provide through the supply program, the park should purchase using its own funding. If the park lacks funds to purchase needed supplies, it should contact the regional curator for assistance in obtaining funds.

  Once the park has or obtains funding, CSD can provide source information for purchasing. Also, CSD will issue a call to the field on CC:Mail prior to making purchases for the supply program. Parks are invited to purchase the same items at the time CSD is making a purchase. The park may then use any quantity discounts negotiated by CSD. The park will have two weeks from the issuance of the call to provide a DI-1 to CSD to attach to its DI-1. The park's DI-1 must include the park's account number and will be used by WASO procurement to initiate the purchase and by the NPS Accounting Office in Reston, VA, to track and pay for the purchase.

- If the requested supplies are not carried by CSD, CSD staff will provide source information.

For equipment:

- If the equipment need is long-term, contact your Regional Curator to place the need on the region's annual museum equipment needs request list which is submitted to the Curatorial Services Division for funding.

- If the need for monitoring or conditioning equipment is for the short term (up to one year), contact the Regional Curator for the availability of an environmental monitoring kit that contains a Humichek® hygrometer, a UV monitor, and a visible light meter or contact the Curatorial Services Division for an equipment loan. Equipment from the Curatorial Services Division will be loaned on a first come, first served basis, when it is available. (See page 37.)

For answers to questions regarding:

- storage techniques
- special storage requirements
- proper use of materials or equipment
- source information for purchasing supplies or equipment
- or any other curatorial problems

Contact:

First - The Regional Curator

Second - Curatorial Services Division
National Park Service
Harpers Ferry, West Virginia 25425
Telephone: 304-535-6132 for Supplies
304-535-6072 for Technical Information

NATIONAL PARK SERVICE
Curatorial Services Division

ORDER FOR CURATORIAL SUPPLIES AND EQUIPMENT

PARK/OFFICE _____

ACRONYM _____ DATE _____

CONTACT PERSON _____

TEL _____ FAX _____

REGION _____ REGIONAL APPROVAL _____
(If Required)

UNITED PARCEL SERVICE Ship-To Address:

_____

_____

_____

For Use by Curatorial Services Div.

STOCK NO.	ORDER QTY	ITEM/DESCRIPTION	QTY SENT	DATE SHIPPED BY UPS	DATE SHIPPED BY MAIL	INVOICE NUMBER

FOR USE BY CURATORIAL SERVICES DIVISION ONLY

RECEIVED BY _____ VIA: Phone ____ FAX ____ Mail ____ Personally ____

COMMENTS

DATE ORDER COMPLETED _____

II. RECORD KEEPING SUPPLIES

Record keeping materials are carefully selected and forms have been designed and printed to ensure consistency in archival quality, format, and function to facilitate accessioning and cataloging of cultural and natural history collections. For instructions on using the following materials, see the Museum Handbook, Part II, Museum Records, and NPS Conserve O Gram 1/4, "Use of Acryloid B-72 Lacquer for Labeling Museum Objects."

Cataloging Kit

This kit includes materials used to examine, measure, test, and mark museum objects. The kit consists of the following items, which also can be requested individually, according to their respective units of issue.

- Plastic Catalog Box [C01] containing:

- Clear Lacquer in bottle with applicator brush top [C05] - an acrylic resin/acetone lacquer for marking catalog numbers on objects. Use clear lacquer as a base spot foundation for light colored objects and as a top coat covering the number marked on both white and clear base spot foundations.

- White Lacquer in bottle with applicator brush top [C04] - The same acrylic formulation as clear lacquer but with titanium dioxide white pigment. Use white lacquer as a base spot foundation for marking numbers on dark colored objects.

- Technical Pen (Rapidograph®) [C10] - A drawing pen for marking catalog numbers on objects and for entering information in the accession book, on accession and other folders.

- Crowquill Pen [C30] - A pen used the same way as the technical pen.

- Permanent Black Ink [C06] - Fade resistant, indelible ink for marking numbers. Acceptable inks are Higgins® Black Magic® and Pelikan 17 Black.

- Pigma Pen [C03] - Permanent ink pen for marking information in the accession book, on accession and other folders. Not for putting numbers on objects.

- Pencil [C11] "H" hardness for marking paper objects. Pencil lead is hard enough not to smear, yet soft enough not to indent paper fibers.

- Artist Brushes [C21] (small sable tip) - Used as a lacquer applicator and to mark numbers on large equipment or furnishings. ***Unit of Issue: Set of five.***

- Textile Marking Tape 50% cotton, 50% polyester [C15] - Catalog numbers are marked on this tape using permanent black ink; the tape is then sewn on a textile.

- Needles, Sewing [C16] - Variously sized needles for sewing textile tapes; package of 20.

- Thread, Sewing [C17] - Durable cotton thread for sewing labels to textiles.

- Measuring Rule, clear plastic [C14] - Calibrated in both metric and SAE units.

- **Tape Measure, Metal, Retractable [C12]** - Metric and SAE (3 meters/10 ft.).

- **Tape Measure, Cloth [C13]** - Metric and SAE (1.6 meters/5 ft.).

- **Calipers [C18]** - Used to measure internal and external dimensions of objects.

- **Metric Conversion Table [C22]** - Used to convert measurements from SAE units to metric units and vice versa.

- **Magnifying Glass or Linen Tester [C20]** - Used to closely examine object surfaces.

- **Magnet [C07]** - Used to distinguish between ferrous (iron) and non-ferrous metal objects.

- **Tweezers [C19]** (stamp handling variety with squared ends) - Used to lift paper documents off flat surfaces.

- **White Cotton Gloves [C23]** - Used when handling any objects. ***Unit of Issue: Pair.***
See page IV:1 for additional description.

Supplies for Object Photography

For instructions on using the following equipment, refer to Appendix L in the Museum Handbook, Part II: Museum Records.

- **Photo ID (Identification) Stands** - Painted steel stands in two sizes, 3"x5" and 5"x8"; each holds magnetic letters and numbers that indicate catalog number, roll number, and centimeter scale; that are photographed with the museum object.

  Large Photo ID Stand 5" x 8" face [C25]
  Small Photo ID Stand 3" x 5" face [C24]

- **Magnetic Letters and Numbers** - letters and numbers that are affixed to the ID stand to indicate park acronym, catalog number and the number of the photographic roll; 1" letters for use with large ID stand; 1/2" letters for use with small ID stand. Large and small magnetic letters corresponding to the park's four letter accronym customarily are issued. If additional letters are needed, they must be requested separately.

  Large Magnetic Letters [C29]
  Small Magnetic Letters [C28]
  Large Magnetic Numbers [C27]
  Small Magnetic Numbers [C26]

- **"Roll" Label** - Comes in small and large sizes that are affixed to the ID stand to indicate position of the roll number. Large is for use with large ID stand; small size is for small ID stand.

  Large "Roll" Label 1" x 2½" [C35]
  Small "Roll" Label 3/4" x 1½" [C34]

- **Metric Scales** - Two sizes, large (19 cm x 3 cm) and small (12 cm x 2 cm). Affixed to the ID stand to indicate scale in the object photo. Large size is for use with large ID stand; small size is for use with small ID stand.

  Large Centimeter Scale [C32]
  Small Centimeter Scale [C31]

- **Magnetic Tape [C33]** - 1/4" wide tape with a pressure-sensitive adhesive on one face that is applied to the centimeter scales and "Roll" attachment to allow them to be magnetically mounted on ID stand.

Museum Forms

Illustrations and instructions for completing these forms are provided in the NPS Museum Handbook, Part II: Museum Records.

- **Form 10-94, Collection Management Report (Rev. 8/86) [F08]** - A required annual report, providing annual statistics on incoming and outgoing objects and their documentation.

- **Form 10-95, Accession Receiving Report (7/84) [F09]** - Used to document receipt of objects and to record pertinent information on an accession provided by owner, field collector, or lender. ***Unit of Issue: Package of 50.***

- **Form 10-95a, Accession Receiving Report List of Objects (7/84) [F10]** - Used to inventory objects in an accession. ***Unit of Issue: Package of 50.***

- **Form 10-96, NPS Archival and Manuscript Collection Container List (7/84) [F11]** - Used as an aid to inventory and describe contents in boxed archival collections. ***Unit of Issue: Package of 100.***

- **Form 10-97, Object Temporary Removal Slip (7/84) [F12]** - Used in storage or exhibits in place of an object to indicate its removal from its assigned location. ***Unit of Issue: Package of 50.***

- **Form 10-98, Incoming Loan Agreement (Rev. 7/84) [F13]** - Used to document pertinent information regarding a loan to the NPS. ***Unit of Issue: Package of 25.***

- **Form 10-98a, Incoming Loan Agreement List (Rev. 7/84) [F14]** - Used to inventory objects included in a loan to the NPS. ***Unit of Issue: Package of 25.***

- **Form 10-127, Loan of Specimens (6/59) [F15]** - Used for loans of museum objects from one park to another or from the NPS to an outside organization. ***Unit of Issue: Package of 25.***

- Form **10-252, Object Treatment Request** - Used to document requests for conservation treatment. [Available only from Division of Conservation, Harpers Ferry Center.]

- Form **10-253, Accession Worksheet** (5/88) [F58] - This worksheet lists the same accession data fields as the ANCS computer screen for cultural resource and natural history objects, but provides additional space for recording a description. Use as a rough draft to facilitate ANCS data entry, not for permanent record. ***Unit of Issue: Package of 100.***

- Form **10-254 (Rev.), Museum Catalog Record - Cultural Resources** (Rev. 7/84) - This is the basic museum catalog record for cataloging cultural history museum objects. Used for cataloging archeology, ethnology, and history (including archives) objects. ***Unit of Issue: Case of 1000.***

  10-254-CR (2-part) [F50]
  10-254-CR (3-part; optional) [F0l]
  10-254-CR (1-part; optional) [F51]

- Form **10-254B, Museum Catalog Record - Natural History** (Rev. 7/84) - The basic museum catalog record for cataloging natural history specimens. Used for cataloging biology, geology, and paleontology objects. ***Unit of Issue: Case of 1000.***

  10-254-NH (2-part) [F52]
  10-254-NH (3-part; optional) [F03]
  10-254-NH (1-part; optional) [F53]

  Note: Both natural history and cultural resources records are comprised of two parts: a white paper original copy and a blue paper working copy (both archival quality paper). A white card stock classification copy and working copy are optional for records completed using the Automated National Catalog System (ANCS)].

- Form **10-254C, Cultural Resource Catalog Worksheet** (Rev. 5/88) [F04] - This worksheet lists the same data fields as the Automated National Catalog System (ANCS) computer screen for cultural resource objects with additional space for description. Use as a rough draft to facilitate ANCS data entry, not for permanent record. ***Unit of Issue: Package of 500.***

- Form **10-254D, Natural History Catalog Worksheet** (Rev. 5/88) [F05] - This worksheet lists the same data fields as the ANCS computer screen for natural history specimens with additional space for description. Use as a rough draft to facilitate ANCS data entry, not for permanent record. ***Unit of Issue: Package of 500.***

- Form **10-255, Accession Folder** (Rev. 10/84) [F06] - Required for filing documents pertaining to an accession; printed on the front is a checklist of all documentation needed for an accession. It is archival in quality and comes in letter size only. ***Unit of Issue: Package of 50.***

- Form **10-256, Accession Book** [F07] - Bound book with double page entries. The paper is 100% rag for permanence.

- Form **10-830, Deed of Gift** (11/77) [F16] - This form is a legal record required to document donations to the NPS. ***Unit of Issue: Package of 100.***

- **Form 10-254, Original Copy Binders [F31]** - A blue cloth-covered post binder used to contain original Museum Catalog Records that are sent annually to the National Catalog.

- **Form 10-254, Working Copy Binders [F30]** - A green cloth-covered post binder used to contain the blue working copies of the Museum Catalog Record that are retained in the park.

- **Posts** for Copy Binders (one pair per binder)

  2½" **[F33]** holds 500 working copy records
  3" **[F34]** holds 500 original copy records

- **Form 10-349, Inventory of Museum Property** (7/88) [F54].

- **Form 10-349A, Inventory of Museum Property, Continuation Sheet** (7/88) [F55].

  Forms 10-349 and 10-349A are used in the annual inventory of cataloged museum property. See Museum Handbook, Part II, Chapter 4.

- **Form 349B, Inventory of Museum Property (Accessions)** (7/88) [F56].

- **Form 349C, Inventory of Museum Property (Accessions), Continuation Sheet** (7/88) [F57].

  Forms 10-349B and 10-349C are used in the annual inventory of uncataloged museum property. See Museum Handbook, Part II, Chapter 4.

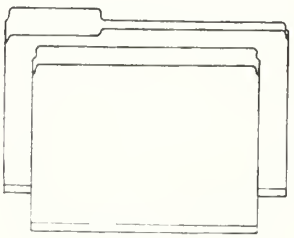
- **Gift Acknowledgement Certificate [F38]** - This form is presented to a donor to acknowledge gifts of significant value.

- **Natural History Labels** - See the "Natural History Supplies" section of this catalog.

III. STORAGE CONTAINERS

Archival collections should be stored in the appropriate archival quality storage containers listed below. The pH of archival papers is 7.0 for acid-free, unbuffered and between 8.0 and 10.0 for acid-free, buffered. Plastic containers have a pH of 7.0. Consult Museum Handbook, Part I on whether to use buffered or unbuffered paper containers or plastic containers. Do not use buffered folders for blueprints, cyanotypes, or color photographs.

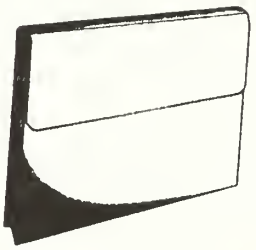
Archival File Folders (2 sizes)



Letter 9-5/8"H x 12-½"W [A35]
Legal 9-5/8"H x 14¾" W [A15]

Acid-free and buffered folders to contain and protect historic documents. Available in two sizes.

Expanding Manuscript Folders (2 sizes)

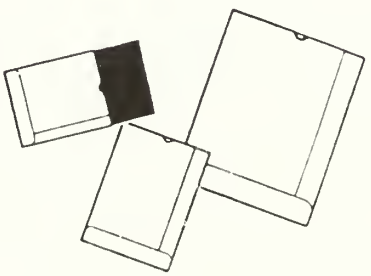


Letter 10¼"H x 12¼"W [A16]
Legal 10¼"H x 14¾"W [A17]

An acid-free and buffered folder with an envelope pocket having a pleat that expands to over an inch. Used to contain documents in archival file folders grouped together as part of an organic collection or series. Comes in letter and legal sizes.

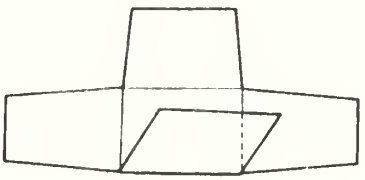
Archival Sleeve Type Photo Enclosures (4 sizes)

4-3/8"H x 5-3/8"W [A01]
5-3/8"H x 7-3/8"W [A02]
8½" H x 10½" W [A03]
11½" H x 14½" W [A04]



Sleeve-type enclosures are open on one end and are acid-free and unbuffered to provide acceptable archival storage for all historic photographic prints and negatives except cellulose nitrate negatives. Recommended only when space is at a premium and minimum thickness of the envelope is required. (In general, 4-fold photo enclosures as shown on the next page provide the best protection. However, they are thicker.) Buffered enclosures should be used with cellulose nitrate negatives. The Curatorial Services Division can provide source information on buffered enclosures.

Archival Folding Type Photo Enclosures, 4-fold (4 sizes)



4-1/16"H x 5-1/16" W [A05]
5-1/16"H x 7-1/16" W [A06]
8-1/16"H x 10-1/16"W [A07]

These enclosures are made of unbuffered alpha cellulose (high purity) paper. They have four flaps that fold in, enclosing the photograph, thus preventing it from inadvertently slipping out. The enclosure also prevents possible scratching of the surface when placing it into or removing it from a sleeve type envelope. The extra flaps create an extra thickness per envelope and are not recommended when storage space is limited. Suitable for all photographic prints, negatives, transparencies, and slides except cellulose nitrate negatives.

Polyester (Mylar®) Envelopes (4 sizes)

4" H x 5" W [A53]
5" H x 7" W [A54]
8" H x 10"W [A55]
11"H x 14"W [A56]

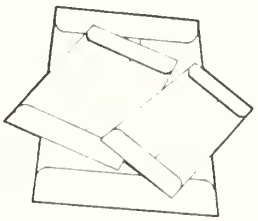
Made of clear, chemically inert, plastic. Available in the same sizes as the photo enclosures. These envelopes are of sleeve-type construction. These non-reactive Mylar envelopes are recommended for storing fragile paper documents and photographic prints that require frequent viewing. Do not use with photographic materials when the humidity of the storage space is not under good control.

Foil-lined Envelopes (2 sizes)

Large size 12" H x 15" W [A26]
Small size 4¾"H x 6½" W [A52]

These paper-and-foil enclosures are used to contain cellulose nitrate negatives after the negatives are placed in buffered photo enclosures. The foil-lined envelopes are heat sealed with a plastic sealer or tacking iron and then placed in document boxes for cold freezer storage. Not for use in cool refrigerator storage.

Document Envelopes, Buffered (3 sizes)



6" H x 9" W [A08]
9" H x 12"W [A09]
11½"H x 15"W [A10]

Envelopes with an opening and a flap on one side and a seam down the center of the envelope for storage of archival paper documents. Made of acid-free, buffered paper; not to be used with photographic materials or blueprints because the center seam can compress the photograph's emulsion surface and the buffering can be incompatible.

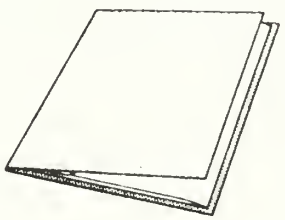
Archival Map Folders (4 sizes)

16"W x 20"L 24"W x 36"L
20"W x 24"L 36"W x 48"L

These large, heavy-stock folders may be used with maps or other large documents or photographs in print boxes or map cases. Blueprints should be covered front and back in a sleeve or folder of Mylar before being placed in buffered folders.

Although Curatorial Services Division does not stock these because their large size prevents shipment through the mail, source information is available from Curatorial Services Division to facilitate their direct purchase by parks.

Rare Document Folder [A13]



9"H x 11½"W

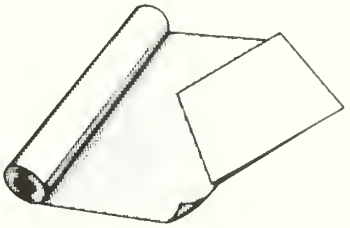
Acid-free and buffered enclosure with folding flaps and a heavy card-stock cover that gives full containment and extra physical protection for extremely rare, fragile, or sensitive paper documents. Do not use on blueprints.

Archival Interleaving Paper (3 sizes)

11"W x 14"L [A36]
16"W x 20"L [A37]
20"W x 24"L [A38]

Acid-free and buffered 20 lb. bond paper used to separate paper documents and artwork within print boxes. Do not use on blueprints, cyanotypes, or color photographic negatives, prints, or transparencies.

Polyester Film (Mylar®) [A57]

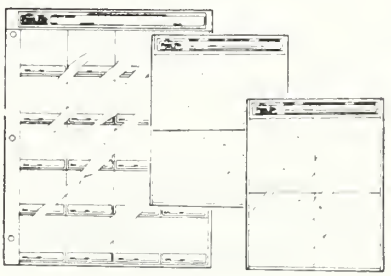


A clear, flexible, chemically inert plastic used to encapsulate documents by joining sheets with double-faced tape around the edges. Ideal for documents that need physical support. An additional advantage is that the document may be viewed from both sides without directly touching it. It is available in 36" width rolls that are 25' long. Curatorial Services Division does not stock Mylar in sheets, but can provide source data to parks wishing to place their own orders. ***NOTE: Do not routinely encapsulate clippings; instead photocopy onto acid-free paper.***

Double-faced Tape [A49]

A special tape made with acrylic adhesive that is used to join pieces of mylar when encapsulating historic documents. Roll is ¼" wide and 36 yards long.

Polyethylene Looseleaf Slide, Film Strip, and Photo Pages



2" x 2" slides [A41]
35mm film strip [A40]
4" x 5" photos [A42]
5" x 7" photos [A43]

8½"W x 11"H inert plastic pages designed with pockets for holding various sizes of photographic materials in a looseleaf binder format. ***Unit of Issue: Box of 100 pages.***
NOTE: Do not use yellowed polyethylene pages—instead return such items to the source as they may be contaminated with damaging chemicals.

Acid-free Tissue (Buffered and Unbuffered)

Buffered Tissue [A11]
Unbuffered Tissue [A12]

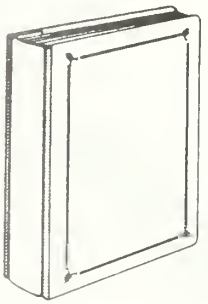
Buffered tissue in 20"W x 30"L sheets is used to give three-dimensional form to garments of cotton and other plant-derived fabrics. Good general purpose packing and lining material for wood and metal objects.

Unbuffered tissue in 24"W x 36"L sheets is used with garments or objects made of animal-derived materials, i.e., wool, silk, leather, and horn.

Archival Copy Paper [A39]

8-1/2"W x 11"L sheets

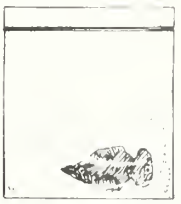
A 25% rag paper that is made for maximum permanence. Used for copying documents for long-term preservation. ***Unit of Issue: Package of 500 sheets (ream).***



Archival Photo Albums [A51]

An archival-quality three-ring binder made to hold pages of acid-free and buffered paper or polyethylene pages.

Interlocking Seal Plastic Bags [Ziplock™] (4 sizes)



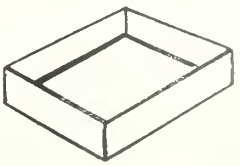
4" H x 4" W	[A45]
6" H x 6" W	[A46]
8" H x 8" W	[A47]
12"H x 12"W	[A48]

Bags made of clear, chemically inert polyethylene that have an interlocking seal closure. Used to contain archeological materials in archival boxes, as well as fragments of objects.

Lab Pens [A50]

A pen with special permanent ink made for writing on polyester, polyethylene, and other plastics.

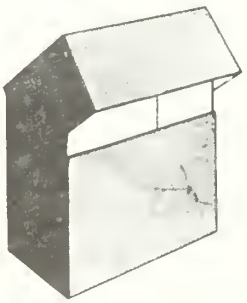
Specimen Trays (7 sizes)



1.8" W x 2.925"L x 1.0"D	[A28]
2.925"W x 3.625"L x 1.0"D	[A29]
3.625"W x 5.85" L x 1.0"D	[A30]
5.85" W x 7.25" L x 1.0"D	[A31]
7.25" W x 11.7" L x 1.0"D	[A32]
11.7" W x 14.5" L x 1.0"D	[A33]
5.85" W x 29" L x 1.0"D	[A34]

Originally made of chipboard and covered with white chromium paper, these trays now are made of buffered, acid-free board covered with an archival white paper. These are the standard containers for holding artifacts while in storage. They are available in the modular system of sizes listed above, allowing a variety of different configurations to fit snugly within the drawers of NPS museum cabinets.

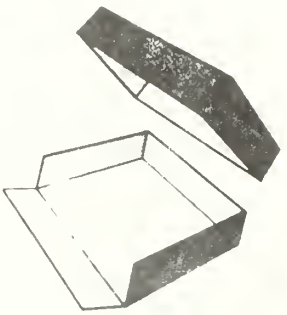
Archival Document Boxes (2 sizes)



Letter 12½"L x 10½"H x 5"D [A18]
Legal 15½"L x 10½"H x 5"D [A19]

Made of acid-free and buffered board providing protection for documents placed in file folders. Internal capacity is five linear inches (or approximately 800 sheets).

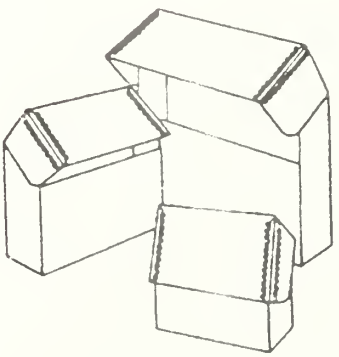
Archival Print Boxes (3 sizes)



11½"W x 14½"L x 3"D [A20]
16½"W x 20½"L x 3"D [A21]
20½"W x 24½"L x 3"D [A22]

These drop-front boxes are made of acid-free, buffered board and are designed for flat storage of unframed artwork, prints, larger photographs and documents. A box will hold up to 350 sheets, depending upon whether they are sleeved, matted, or foldered.

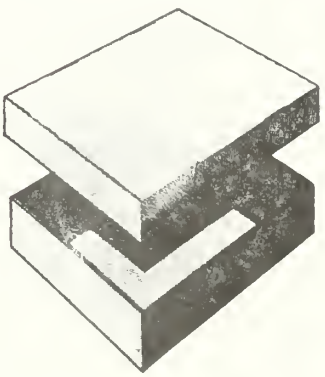
Archival Photo Enclosure Boxes (3 sizes)



4"H x 5"L x 2½"D [A23]
5"H x 7"L x 2½"D [A24]
8"H x 10"L x 4" D [A25]

Boxes of acid-free and buffered board made to contain photographic enclosures and Mylar envelopes listed earlier in this section. The capacity depends upon the photographic process and how they are housed, but would range between 50-200 images.

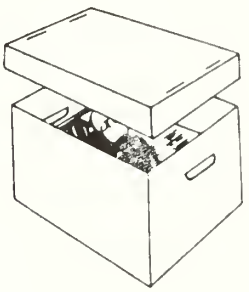
Textile Storage Box



22"W x 28"L x 5"D [A27]

Made of acid-free, buffered board with a full telescopic lid. This box will fit within a standard cabinet but is strong enough for stacking on open shelving. It is a good storage container for smaller textiles and also is a chemically safe, general purpose container for most light-weight artifacts. The manufacturer can provide custom sizes to parks placing special orders.

Archival Record Storage Box [A44]



10"H x 12"W x 15"L

Acid-free and buffered corrugated fiberboard box with separate telescoping lid used to store documents in folders. The capacity is nominally one cu. ft. or about 2000 pages.

Plastic Artifact Storage Box [A58]

10"H x 12"W x 15"D

Chemically inert corrugated polyethylene box with separate telescoping lid used for storage of archeological materials. A heavy duty box that will not deteriorate if accidentally exposed to moist conditions.

Special Boxes, Envelopes, Folders, etc. *can be custom made by many manufacturers. If you have special requirements, the Curatorial Services Division can direct you to sources for special containers.*

IV. SPECIALTY CURATORIAL ITEMS

White Cotton Gloves [C23]

100% cotton gloves worn when handling metal and paper artifacts. Gloves prevent acid and salts on the hand from contaminating metal artifacts. Stocked only in large size. ***Unit of Issue: Pair. NOTE: These gloves may be washed and reused.***

White Cotton Sure-Grip Gloves [G18]

Cotton gloves with vinyl dots covering the gripping surface to provide a secure grip for use when handling objects with highly polished surfaces. Also provides the same benefits as provided by regular white cotton gloves. Stocked only in large size. ***Unit of Issue: Pair.***
NOTE: These gloves may be washed and reused.

Latex Gloves [M31]

Thin latex rubber surgical-style gloves for use when handling conservation chemicals, objects with surfaces that would snag cotton gloves, and natural history specimens that may be treated with poisonous chemicals. Latex provides a secure grip and will not allow chemicals to contact the skin. One size fits all. ***Unit of Issue: Pair.***

Dust Cover Cloth [G03]

Cotton and/or polyester cloth in 40-yard length, 36" wide bolts. Used to make dust covers for steel shelving or for individual objects and furnishings.

Plastic Screen

A section of nylon mesh screen is to be used when vacuuming textile objects in a park collection, after consultation with the Regional Curator and a conservator. This screen material is found in most hardware stores as plastic screen for screen doors and windows. The edges should be taped to prevent screen from catching on fabric being cleaned. Make sure the tape adhesive is not exposed to prevent it from contacting museum objects.

Polyethylene Sheeting

Clear plastic sheet in 4-6 mil thickness used to fabricate dust covers. Available at local building materials suppliers in a variety of widths, lengths, and thicknesses, or from GSA in 10' and 16' wide rolls, 100' in length.

Furniture Paste Wax

Butchers Wax [G12]
Staples Wax [G11]

A blend of synthetic and natural waxes for furniture care. Use Butchers wax for light colored woods, and Staples wax for dark colored woods. (See Conserve O Gram 7/2, "Waxing Furniture and Wooden Objects".)

Respirators [M19]

Equipped with NIOSH approved organic vapor cartridges (filters) to protect personnel from fumes when handling chemicals used in curation (e.g., lacquer in confined spaces or when using conservation solvents and cleaners). Use of the respirator should be in accordance with *Loss Control Management Guideline* (NPS-50), Chapter 32, and the Museum Handbook, Part I, Chapter 11.

NOTE: The cartridges (filters) supplied with the respirator only provide protection against organic vapors. Park staff requiring protection against other kinds of hazardous agents (e.g., Hantavirus and asbestos) need to order approved NIOSH cartridges for those specific agents.

Vacuum Cleaner

A vacuum with variable suction capability is required for general curatorial housekeeping and/or cleaning of textiles. The park will need to match an appropriate style and brand to collection needs. The Electrolux® Classic and Eureka "mighty mite®" both have variable suction and have proven successful for museum use. Other styles may be appropriate for the individual park's needs. A backpack vacuum or vacuum with bumper pads may be appropriate for a park with furnished historic structures. A water filtered style for parks with extreme dust problems or a computer keyboard vacuum for small exhibits may prove useful as well. Specialized vacuums equipped with high-efficiency particulate air (HEPA) and activated carbon filters are available for special applications requiring collection of the very finest dust particles. Vacuums are generally on Federal Supply Schedule.

Dusting Brushes

Small 9" brush [GSA NSN #8020-00-409-3000]
Large 14" brush [GSA NSN #7920-00-291-5812]

Large 14" brush with soft 2" horsehair bristles and wooden handle; small 9" brush with extremely soft 1" squirrel bristles. Both brushes can be purchased from GSA. Used to remove dust from furnishings and objects. Do not use with paintings, pastels, gilded frames, and objects with flaking or unstable surfaces.

Tag, Acid-free [A59]

Rectangular 1½"W x 3"L acid-free paper tag for attaching to objects. Used for temporary marking of objects during the accessioning process.

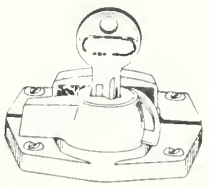
Tag, Tyvek [G02]

Rectangular 2-1/8"W x 4¼"L tag made of inert, spun-bond polyethylene. Used as an auxillary marking method when applying catalog numbers to large objects that may be exposed to the weather.

Polyethylene Drawer Liners [G06]

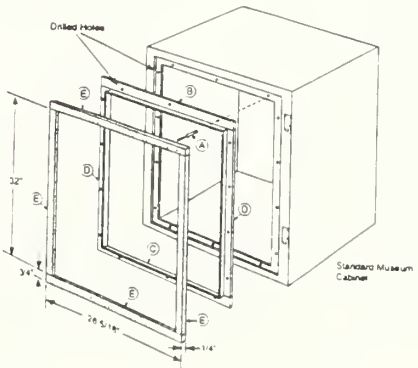
1/4" thick pads cut to the inside dimensions of a standard cabinet drawer. They are made of a chemically inert, closed-cell polyethylene foam that will cushion artifacts from contact with metal drawers and shelves, and protect metal drawers and shelves from scratching by heavy artifacts, such as rock specimens and metal objects. They also can be used for cavity packing to prevent objects from sliding in trays. Closed-cell polyethylene will not absorb water. ***Unit of Issue: Box of 25.***

Sash Lock [G07]



The lift-off doors on older standard museum cabinets in parks often lack a locking device. Installing a keyed sash lock adds security for these cabinets. Fits all cabinets in NPS modular-size system. Also available from local hardware stores and locksmiths.

Retrofit Gasket Seal Kit [G17]



Many older specimen cabinets may be in good condition, but have a pressure-sensitive polyurethane gasket seal. These gaskets deteriorate over a period of time and need replacement. This kit uses a more stable synthetic gasket that is mechanically attached using a pop riveting tool. The replacement cabinet gasket is expected to last the life of the cabinet. (See NPS Conserve O Gram 4/3, "Installing the Retrofit Gasket Kit.")

Appliance Rollers [G08]

Museum cabinets may be placed on these plastic multi-wheeled platforms (a set of two per cabinet) to allow the cabinets to be moved for periodic cleaning of the area and also to raise the cabinets off of the floor a minimum of two inches. A set of rollers has the capacity to hold two fully loaded, stacked standard cabinets.

Cabinet Platforms

Cabinets should be raised on platforms or casters off the floor at least 6" to allow cleaning underneath and monitoring for pests. Elevating cabinets also will reduce damage to cabinets and contents if flooding should occur. Platforms can be constructed of wood or metal. Most manufacturers of museum cabinets make adjustable metal platforms, which are offered with caster wheels as an available option. The Curatorial Services Division can provide source information for purchasing metal platforms or drawings for constructing wooden platforms. ***NOTE: Care must be exercised when moving cabinets that are stacked two-high on casters or appliance rollers in order to prevent pushing over the top cabinet.***

Conservation Supplies

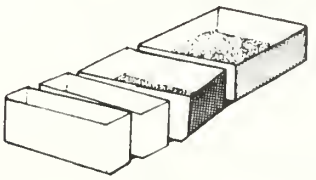
Consult with NPS conservators and the Regional Curator for proper use of and sources for conservation supplies such as: solvents, polishes, cleansers, surface coatings, detergents, etc.

Museum Handbooks and Manuals

- Museum Handbook, Part I: Museum Collections, with binder [F44]
- Museum Handbook, Part II: Museum Records, with binder [F42]
- Museum Handbook, Part II: Museum Records, Appendix H, Natural History and the Hierarchical Classification Outline, with binder [F59]
- Museum Handbook, Part III: Use of Collections, with binder [F61] (Available 1995)
- Automated National Catalog System Manual, with binder [F46]
- Conserve O Grams series, with binder [F40]
- Tools of the Trade [G05]
- The Revised Nomenclature for Museum Cataloging (A Revised and Expanded Version of Robert G. Chenhall's System for Cataloging Man-Made Objects) by James R. Blackaby, Patricia Greeno, and the Nomenclature Committee (AASLH Press), 1988. ***NOTE: Supply is limited.*** [F37]

V. NATURAL HISTORY SUPPLIES

Pinning Trays, Cornell type (4 sizes)



1-1/8" W x 4-3/8" L x 1-5/8"H [N14]
1-13/16"W x 4-3/8" L x 1-5/8"H [N13]
3-5/8" W x 4-3/8" L x 1-5/8"H [N12]
4-3/4" W x 7-5/16"L x 1-5/8"H [N11]

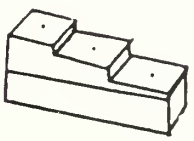
Constructed of .05" thick cardboard and covered with acid-free white chrome paper. On the inside bottom is a rigid polyethylene foam liner to mount pinned insects.

Insect Pins (4 sizes)

Size 000 [N20]
Size 1 [N21]
Size 4 [N22]
Size 6 [N23]

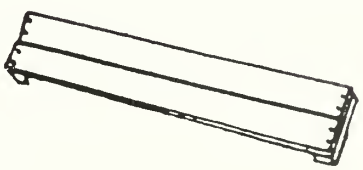
Stainless steel pins for mounting insects. ***Unit of Issue: Package of 100.***

Insect Pinning Block [N24]



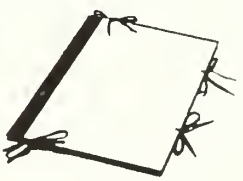
Wooden block used to position insects and labels the appropriate distance from top of pin, before they are put in pinning trays.

Spreading Boards [N25]



Used to spread winged insect for drying in the correct position; wooden.

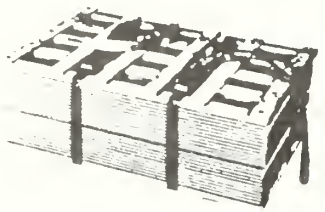
Herbarium Portfolio [N26]



Used when plant collection is too small to warrant a herbarium cabinet. It holds up to 60 11½"W x 16½"L mounting sheets.

TOOLS OF THE TRADE

Plant Press [N01]



Consists of pressboard, wood frame, and cloth webbing straps; measures 12"W x 19"L. Used to press and dry plant specimens.

Drier [N28]

Non-archival 12"W x 19"L blotting paper (component of plant press).

Ventilator [N27]

Non-archival 12"W x 19"L corrugated cardboard sheets (component of plant press).

Mounting Sheets [N02]

An 11½"W x 16½"L sheet of white, acid-free and buffered paper stock used to mount plant specimens.

Herbarium Adhesive [N05]

A polyvinylacetate glue used to affix plant specimens onto mounting sheets (4 oz.).

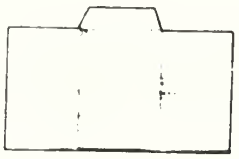
Herbarium Mounting Tape [N06]

A white cloth tape with water activated adhesive used to affix plant specimens onto mounting sheets.

Herbarium Folder [N03]

A folder measuring 16-5/8"L x 12"W, when folded; made of acid-free and buffered heavy-stock paper; will hold up to 100 mounting sheets with specimens.

Herbarium Fragment Folder [N04]



An acid-free and buffered paper enclosure used to contain plant specimen fragments. Affixes to the mounting sheet where the specimen itself is mounted.

Specimen Vials (3 sizes)

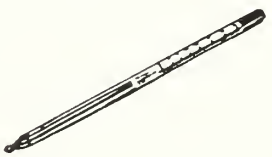
1 dram [N07]
4 dram [N08]
8 dram [N09]

Flint glass vials are suitable for containing small insects, beads, etc.

Specimen Jars

Jars are used to contain wet specimens of vertebrates, invertebrates, and plants in an alcohol solution. Curatorial Services Division can provide source information on flint or borosilicate glass jars with glass spring clip lids in varied sizes.

Hydrometer [N29]



A calibrated glass tube filled with lead shot used to determine the specific gravity of alcohol solutions for the preservation of wet specimens.

Porcelain Streak Plate

Used to identify and determine characteristics of mineral specimens.

Natural History Labels

Illustrations of and instructions for completing these labels are provided in Museum Handbook, Part II: Museum Records. ***Unit of Issue for all labels is 50 except for Form 10-509, which is 1,000.***

Form 10-500 Wet Specimen Labels [F17]

Form 10-501 Vertebrate Labels [F18]

Form 10-502 Skull Vial or Box Label [F19]

Form 10-503 Invertebrate Specimen Label (Large) [F20]

Form 10-504 Geology Label [F21]

Form 10-505 Paleontology Label [F22]

Form 10-506 Wet Plant Label [F23]

Form 10-507 Invertebrate Label (Small) [F24]

Form 10-508 Egg Box Label [F25]

Form 10-509 Insect Label [F26]

Form 10-510 Annotation Label [F27]

Form 10-511 Mineral Label [F28]

Form 10-512 Herbarium Label [F29]

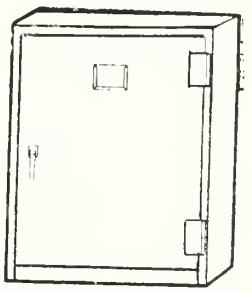
VI. MUSEUM CABINETS, SHELVING, AND STORAGE RACKS

Probably the single most effective action that can be taken to preserve a collection is to store it in specialized museum storage equipment. Specialized museum cabinets have synthetic gaskets that create an interior microenvironment which buffers temperature and relative humidity fluctuations, prevents insect and vermin infestations, and prevents damage caused by light, dust and pollutants. A locked cabinet also will provide the contents some degree of security. Shelving units are used to store objects too large or heavy to fit within museum storage cabinets. Special racks will accommodate hard-to-store objects. The Curatorial Services Division does not stock cabinets and racks but can provide source data for ordering.

The first three cabinets listed here are the primary cabinets of the National Park Service and form a modular system that allows easy and efficient organization of storage space. (See NPS Conserve O Gram 4/1, "Museum Storage Cabinets.")

Standard Museum Cabinet

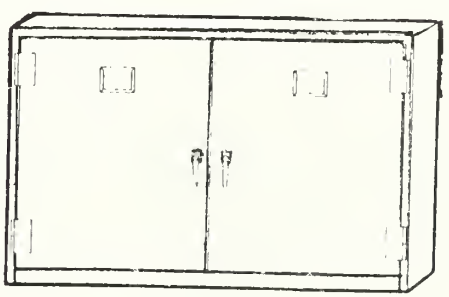
36-7/8" H x 29" W x 32" D



A steel, heavy-duty, general purpose artifact storage cabinet equipped with a lift-off, swing-type door. The swing door has a keyed lock in the handle. A synthetic gasket creates a protective microenvironment within the interior. It's maximum capacity is 16 drawers (measuring 1-7/8" H x 24-15/16" W x 30" D). Maximum weight capacity per drawer is 50 pounds. Cabinets can be stacked two high.

Doublewide Museum Cabinet

36-7/8" H x 58" W x 32" D

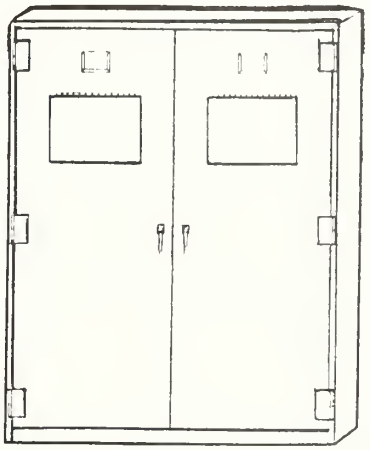


A steel, heavy-duty, general purpose artifact storage cabinet twice the width of a standard cabinet. It is designed for flat storage of lighter, larger artifacts such as garments, textiles, study skins, and ethnographic materials. It has double lift-off, swing-type doors and a locking mechanism in one handle. The gasket is the same as in the standard cabinet. Its capacity is 16 drawers (measuring 1-7/8" H x 52-3/4" W x 30" D). The weight limit per drawer is 50 pounds. Cabinets can be stacked two high. Do not stack two standard cabinets on a doublewide cabinet because the weight of standard cabinets can deform the doublewide. However, a doublewide can be stacked on two standard cabinets.

Wardrobe Museum Cabinet

73-3/4" H x 58" W x 32" D

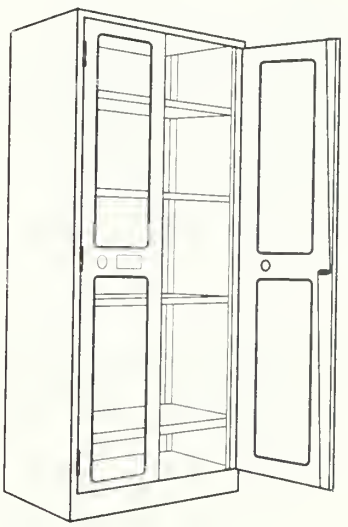
A steel cabinet the size of four standard cabinets stacked two on two. It is designed to store garments having enough structural strength to be hung on padded hangers. A microenvironment is created using a synthetic gasket. The cabinet comes with a hat shelf and closet rod. The large open interior can be adapted by using racks to store rolled textiles. Some manufacturers make these cabinets with stock racks, shelves, and drawers for greater flexibility in utilizing the interior.



Visual Storage Case (3 sizes)

84" H x 39½" W x 16-5/8" D
84" H x 39½" W x 22-5/8" D
84" H x 51½" W x 22-5/8" D

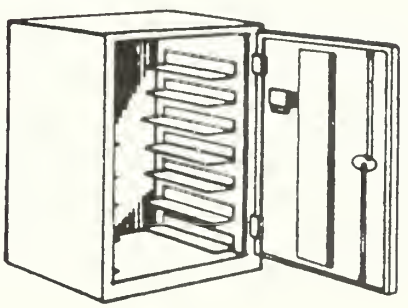
This cabinet is used to store inorganic objects significant enough to justify visual storage. Objects can be exhibited and stored safely at the same time. The cabinet has lift-off swing double doors with locking handles. It has six adjustable shelves. The four viewing panels in the doors may be made of either ultra-violet light filtering Plexiglas® or safety glass. A cabinet with UV filtering Plexiglas can be used for rare book storage. When visible light and UV radiation conditions are appropriate, the cabinet can be used to store organic objects, such as baskets, hats, and headdresses.



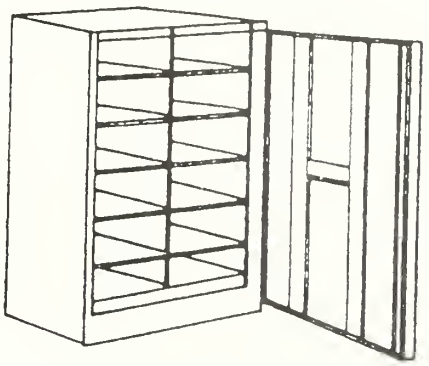
Entomology Cabinet (2 sizes)

42-3/4" H x 23-3/16" W x 20-1/3" D
84-1/8" H x 23-3/16" W x 20-1/3" D

The 42-3/4" H steel unit has 12 drawers on glides. The 84-1/8" H steel unit has 24 drawers on glides. Both have a gasket, a locking door handle, and label holder on the door. Both use Cornell-style drawers, that hold insect pinning trays in a system of modular sizes.



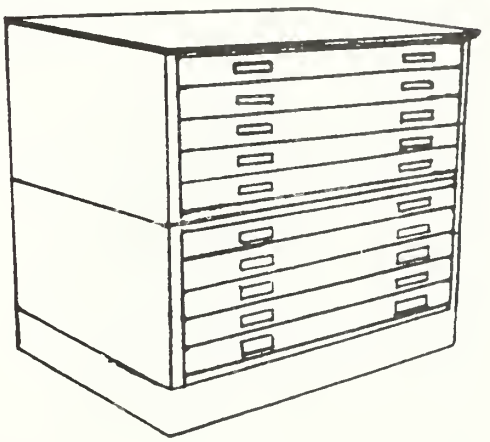
Herbarium Cabinet (2 sizes)



40" H x 25-5/32" W x 18-25/32" D
84-1/8" H x 25-5/32" W x 18-25/32" D

The 40" H cabinet has 12 compartments. The 84-1/8" H cabinet has 26 compartments. This steel single-door cabinet has a gasket, locking door handle, and label holder on the door.

Map and Plan Filing Cabinet



53-3/4" W x 41-7/16" D (Height according to the number of 5-drawer units)

A steel cabinet with large, flat storage drawers obtained through GSA or commercial vendors. It comes in three sizes, but the largest size is generally recommended. The height varies with the number of units that are stacked. Each five-drawer unit measures approximately 15-3/8" H. The cabinet comes in multiples of five drawer units, a base, and a top, and can be used for storing large historic maps, prints, and documents. The cabinet should have metal, not plastic, ball bearings.

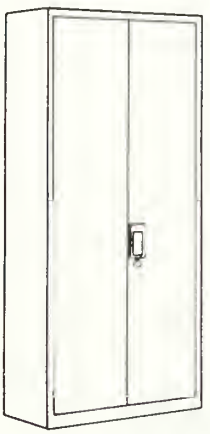
For proper protection the items should be placed in acid-free map folders before storing in the cabinet. Map cabinets have drawer flaps to hold down contents when the drawer is opened or closed. Cabinets of recent manufacture may have flaps that are made of vinyl or vinylized canvas. The vinyl may be polyvinyl chloride, which can harm objects. Contact the Curatorial Services Division for further instructions if vinyl flaps are encountered in new or existing cabinets. Blueprints should be stored separately from other collection objects because of the potential for them to off-gas harmful vapors.

Do not stack more than three 5-drawer units together. Stacking more can lead to collapse of the lower units. Also be certain the floor can support these cabinets before using any of them.

Large Flat Storage Cabinet

Source data is available for a company that custom builds a counter-height cabinet with drawer sizes up to 10' W x 5' D for storage of oversized historic maps, blueprints, etc.

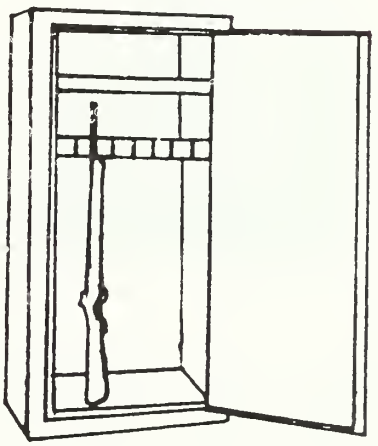
GSA Utility Cabinet



78" H x 36" W x 18" D

A metal cabinet with six adjustable shelves for storing museum supplies. FSN 7125-00-269-8534.

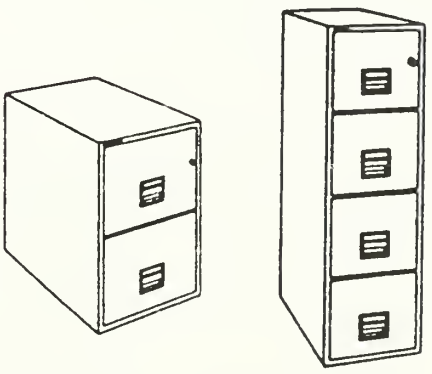
Gun Cabinet



80" H x 30" W x 24-1/2" D

A high security heavy-duty steel gun cabinet with a vault door that provides high security for valuable firearms collections. The door has a combination lock. The cabinet holds long-arms measuring up to 78" in length on special NPS Plexiglas® museum gun assemblies that have 17 gun and 30 gun capacities. The 17 gun capacity assembly supports the gun at the stock buttplate and separates the gun barrels. The 30 gun assembly provides support and separation only of the gun barrels, not of the butts.

Insulated (Fire-Resistive) Filing Cabinet (2 sizes)



28-7/8" H x 20-3/4" W x 32-15/16" D
55-1/4" H x 20-3/4" W x 32-15/16" D

The 28-7/8" H cabinet has two drawers; the 55-1/4" H cabinet has four drawers. This insulated metal cabinet with a high security combination or keyed lock carries an Underwriters Laboratory (UL) rating of (350°F-1 hour). This cabinet is required to house the park's museum records. Highly valuable documents and photograph collections may also be stored within but archival boxes, not insulated cabinets, are recommended for general archival storage. For further information, see "Filing Cabinets and Safes for Protection of Paper Records, Computer Media, and Photographic Records from Fire" by John E. Hunter, *CRM Bulletin Supplement*, Vol. 16, No. 5, 1993. 8 pp.

Media Safe, File, and Insert

Typical dimensions:	Safe	59"	H	x	24"	W	x	28-3/4"	D
	File	53-9/16"	H	x	19-5/8"	W	x	31"	D
	Insert	5-7/8"	H	x	10-3/4"	W	x	17"	D

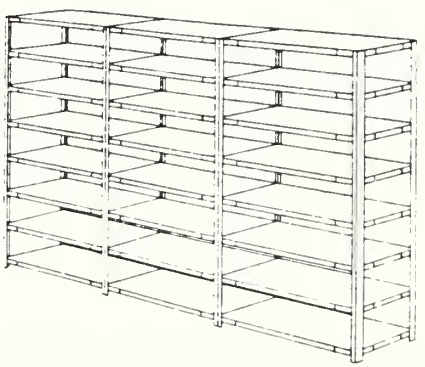
UL-rated (125°F - 1 hour) containers for the protection of plastic-base magnetic media (computer tapes/disks and audio/videotapes) against damage by fire. These containers are required for housing computer diskettes and tapes produced during the record keeping process. These containers may also be used to hold photographic negatives and slides. For further details and illustrations, see the article cited above.

Art Storage Racks

There are a number of brands of racks for storing framed artwork that vary in cost, capacity, and complexity. Advice on selecting the most appropriate racks is available.

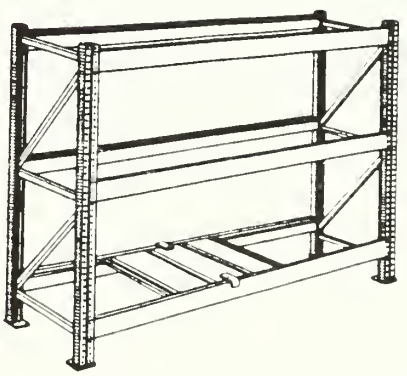
Federal Prison Industries (UNICOR) Steel Shelving Units

Available in a variety of sizes ranging from 75" H x 24" W x 12" D up to 147" H x 48" W x 36" D; can hold up to 1200 pounds per shelf. This type of shelving is used for storing artifacts too large or heavy to fit within specimen cabinets.



UNICOR Pallet Racks

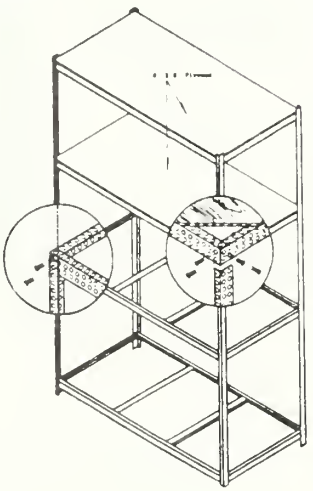
A heavy-duty rack with heights up to 14' and widths of 4' to 16'; depths of 36" and 48". Used to store extremely large and heavy objects. Shelves can support weights up to 20,000 pounds.



Wire Shelving

A heavy-gauge, chrome plated carbon or stainless steel wire rack ranging in size from 24" W x 14" D up to 72" W x 24" D. Rack heights vary from 14½" up to 86-5/8". This versatile shelving system can be used to house archival materials in document and print boxes. Casters are available when movable shelves are desired.

Slotted Angle Racks

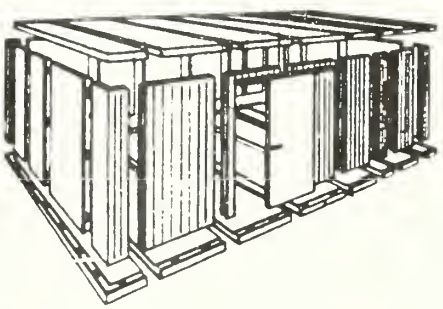


These racks are constructed using Dexion® or other slotted metal angle that can be custom cut by the user. This angle allows special configurations and construction of racks for extra large artifacts or for fitting racks within specific space requirements. Steel shelves are available from the manufacturers or users can custom make shelves of plywood coated with a two-component epoxy paint.

Compacting (Moveable-Aisle) System

Moveable hand-operated, mechanical-assisted or electrically-operated carriages for museum cabinets or shelving units that can be compressed to eliminate aisles between carriages. Space for only one aisle is needed to access any carriage.

Specialized Storage Structure



A prefabricated building system of superinsulated, foam core, metal-sheathed panels which can be assembled inside of a building or outside on a concrete pad to create a collection storage facility that is economical to construct, efficient to operate and effective in creating appropriate environmental conditions. The system uses components as illustrated to quickly create a storage area. A building can be fitted with utilities and HVAC systems. When erected outside, a roof must be used for weather resistance. The manufacturer is on a Federal Supply Schedule contract and offers a GSA price that is approximately half of the retail price. The usable life of a building is expected to exceed 25 years, though formal longevity tests have not been conducted.

Special Racks

The Curatorial Services Division has designed wooden and metal racks to meet specific storage needs and can provide drawings to illustrate solutions for problem storage situations, such as boat and cannon ball cradles and racks for bed frames and doors.

Flammable Liquid Storage Cabinet

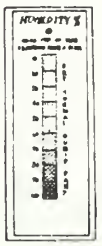
Available in a variety of sizes from 22" H x 17" W x 17" D to 67" H x 34" W x 34" D. Designed to comply with Occupation Safety and Health Administration requirements (29 CFR 1910.106d) and National Fire Protection Association specifications for safety of staff and property. Recommended for storage of flammable or corrosive curatorial cleaning supplies and conservation solvents outside collection storage areas. The cabinet should be vented to the outside according to instructions provided with the cabinet.

NOTE: The equipment listed in this section is in general use throughout the National Park Service. However, many manufacturers will build additional types of specialized equipment to NPS specifications. If a park has special storage needs, contact the Regional Curator. The Curatorial Services Division can provide technical assistance in finding sources to meet specific requirements.

VII. ENVIRONMENTAL MONITORING AND CONTROL APPARATUS

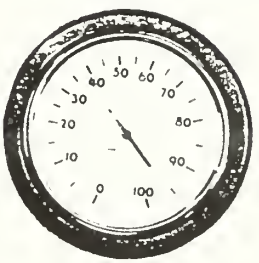
A beneficial environment contributes to the preservation of museum objects. In order for parks to accurately monitor conditions of relative humidity (RH), temperature, light, biological pests, and air pollutants, the Curatorial Services Division can provide inexpensive instruments, and loan or provide vendor information for more expensive monitoring devices. The Regional Curator also may have monitoring instruments for loan. Only the items listed with stock numbers in this section are available from Curatorial Services Division.

Humidity Indicator Strips [M16]



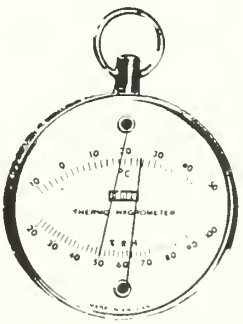
A 4¼" x 1½" paper strip with cobalt-choride blotter segments that change color to indicate RH. These strips are an economical, reasonably accurate means of monitoring RH in special enclosures, exhibit cases, and museums cabinets.

Hygrometer [M02]



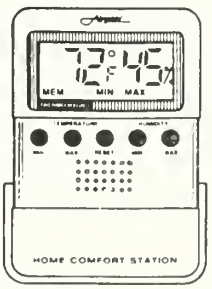
A dial instrument that indicates RH. Can be calibrated. Used in storage and exhibit areas when a hygrothermograph is unavailable. A hygrometer is not a recording instrument; therefore, a written log of periodic observations must be maintained to create a record of conditions. Use the 2" diameter hygrometer in exhibit cases and the 4" in storage areas.

Thermo-Hygrometer 2"



A dial instrument that indicates both RH and temperature. Can be calibrated. Requires a written log of observation. Used in exhibit cases. Available for loan only.

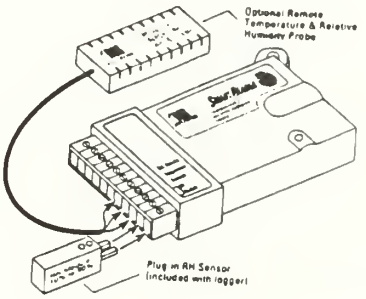
Thermo-Hygrometer, Electronic (Maximum/minimum) [M01]



A battery operated electronic instrument used to measure air temperature and RH. Readings need to be recorded manually. Generally is hung on a wall.

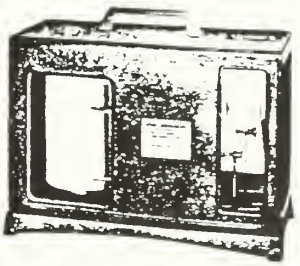
TOOLS OF THE TRADE

Data-Logger



A small battery powered device that electronically measures and records RH and temperature for periods of up to one year. Data then is downloaded into a computer via a special cable where a program analyzes the data and produces illustrative charts. Also can be fitted to record light levels. (See NPS Conserve O Gram 3/3, "Datalogger Applications in Monitoring the Museum Environment" for additional information.) Available for loan only.

Hygrothermograph



An instrument for monitoring temperature and RH. Records conditions for periods of one week or one month on a rotating chart driven by either a spring wound or battery-operated clock. The size and color of the instruments vary with manufacturer, but a typical size is 12" H x 14" W x 6" D. Charts listed below. Available for loan only.

Hygrothermograph Pen Points

Felt Tip [M29]
Metal [M26]

Used to replace points that are damaged or worn out. Metal points require hygrothermograph ink; felt points come pre-inked.

Hygrothermograph Ink [M17]

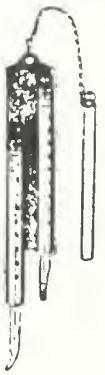
A special purple ink that is deliquescent (i.e., absorbs moisture from the air and does not dry out as quickly as regular drawing ink). Used only in metal pen points.

Hygrothermograph Charts

Belfort Charts	[M14]	Qualimetrics Charts (Model 5020-A)	
Weather Measure Charts	[M15]	7 Day Chart #50202	[M32]
Sierra Misco (7 Day)	[M22]	31 Day Chart #50208	[M33]
Sierra Misco (30 Day)	[M23]	Cole-Parmer 7 Day	[M27]
		Cole-Parmer 32 Day	[M28]

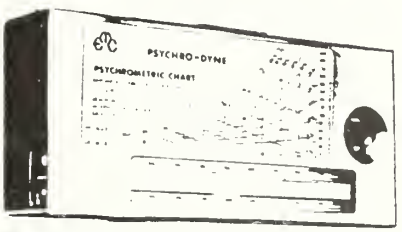
Curatorial Services Division stocks charts for hygrothermographs manufactured by Belfort, Qualimetrics (Weather Measure), Sierra Misco, and Cole-Parmer.

Sling Psychrometer [M04]



This instrument had two thermometers, one of which is covered with a cloth wick (wet bulb). After the wick is wetted and the instrument whirled for an appropriate period of time, a comparison of the web bulb temperature and the temperature of the dry thermometer (using a chart supplied with the instrument) will give an accurate determination of the RH. Psychrometers are used to calibrate hygrometers and hygrothermographs.

Aspirated Psychrometer (battery powered)



Similar to sling psychrometer, with wet and dry bulb thermometers. A battery powered fan regulates the air flow accross the wet bulb, thereby reducing errors that can occur with the sling psychrometer. Curatorial Services Division can provide source information to purchase this device. Sometimes available for loan.

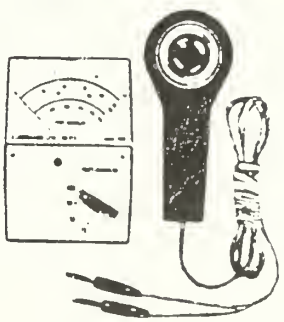
Psychrometer Wick [M18]

Cotton cloth wick material used to replace soiled wicks on both types of psychrometers. Affixed with cotton thread from the catalog kit. ***Unit of Issue: One linear foot.***

Electronic Thermo-Hygrometers, Portable

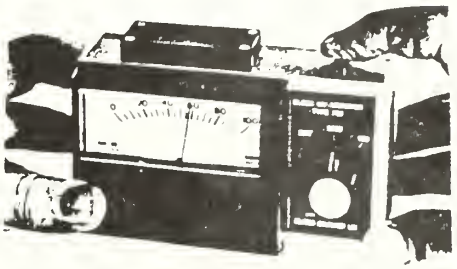
RH and temperature determining devices that sense RH by changes in an electric current and temperature by use of a thermistor. Very accurate means of determining RH. Each Regional Curator has a Humichek© hygrometer that can be loaned to parks for precise calibration of their RH-sensing instruments. Several brands and models may be available on loan from Curatorial Services.

Visible Light (Footcandle or Lux) Meter



Used to determine light levels within storage and exhibit areas. These instruments employ an electronically-enhanced photo-voltaic cell that indicates light levels with digital or analog readouts. Some read only in footcandles and some read in both footcandles and lux. Available on loan only.

UV Monitor



This low-range (0-100 μW/l) model is used to determine levels of ultraviolet radiation falling on objects in storage or exhibit areas. Used in conjunction with a visible light meter. Requires a minimum of 50 lux or 5 footcandles of visible light to function properly.

Dehumidifier

Portable dehumidifiers use a refrigerant or dessicant system to remove moisture from the air. They have an ajustable humidistat for regulating the level of humidity and come in various sizes and capacities. Curatorial Services Division can provide source information.

Humidifier

Portable humidifiers add moisture to an area by blowing air through a moist pad on a rotating drum. They have an adjustable humidistat and come in various sizes and capacities. Atomizing humidifiers should not be used because they emit a mist containing any impurities found in the water. Curatorial Services Division can provide source information.

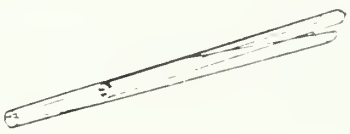
Air Purifiers

19-5/8" H x 25-1/8" W x 12½" D

Portable 120-volt plug-in devices that use high-efficiency particulate air (HEPA) filters to clean air of particles down to .3 microns (.0000003 meters) in size. The units have activated-carbon filters to remove gaseous pollutants such as SO_2, H_2S, and NOx. Electrostatic precipitator air purifiers are not recommended because they can emit high concentrations of damaging ozone. The Curatorial Services Division can provide source information or loan of this device.

Filter Sleeves for Fluorescent Lights [M10]

Special sleeves that fit over fluorescent lamps to filter out 97-99% of damaging ultraviolet radiation. Made of flexible polyester plastic that can be wrapped around the lamp. They can be cut to fit shorter length lamps. Also on the market are rigid UV filtering acrylic plastic sleeves that can be slipped over lamps. They are more expensive and remove only 92% UV, but do last longer. They are not available from the Curatorial Services Division, but CSD can provide source information.



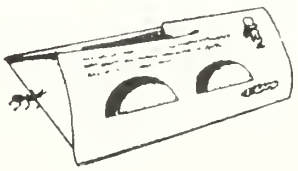
Solar Control Window Coverings

Clear Film (<10% light reduction) **[M11]**
Light Tint Film (50% light reduction) **[M12]**
Dark Tint Film (80% light reduction) **[M13]**

Special window films are available to filter out ultraviolet light and varying amounts of visible light. Such filters are generally made of polyester plastic and are attached by a pressure sensitive adhesive backing. Rolls are 60" wide and 25' long. Although not stocked by the Curatorial Services Division, ultraviolet filtering Plexiglas® and Lexan® rigid plastic sheet also may be used to filter light coming through windows. Installation and maintenance instructions accompanies film supplied by Curatorial Services Division.

Insect and Pest Trap [M25]

The insect trap is a small open-ended cardboard box containing a sticky adhesive. Used to monitor for insect pests in the museum.



Silica Gel

1 unit bag, .057 pound, 3" x 6" **[M06]**
4 unit bag, .229 pound, 5" x 5½" **[M07]**
16 unit bag, .916 pound, 9½" x 4-3/4" **[M08]**
Indicating Gel **[M09]**

This inert chemical is used in storage or exhibit situations for conditioning confined spaces to a specific RH or to remove moisture from the space. Available in bags of various quantities; can be reactivated by heating in an oven according to instructions on the bag. Indicating silica gel is provided with bags of regular gel. The indicating gel will turn pink when the gel needs to be reactivated and blue when reactivation is complete.

Silver Protector Strips ™ [M05]

2" x 7" paper strips impregnated with activated carbon. When sealed in bags with silver objects, the strips will prevent tarnish.

NOTE: The Curatorial Services Division can lend hygrothermographs, 2" thermo-hygrometers, data-loggers, light meters, UV monitors, and air purifiers, for time periods ranging from one month to one year. Regional Curators also have instruments for loan. If a park has special applications or problems with environmental monitoring or control, the Curatorial Services Division can provide technical advice and source data for equipment that may help solve environmental problems.

VIII. PACKING AND SHIPPING MATERIALS

There are a variety of materials available on the market to wrap, cushion and contain objects for shipment. The materials recommended in the Museum Handbook, Part I for packing museum objects are listed below. Although the CSD does not supply most of these packing materials to parks, we have provided a list of sources in the "How to Get Assistance" section of this catalog, to enable parks to make their own purchases. Most of these materials come in bulk quantities and a variety of sizes. The vendors should be contacted for sizes and pricing. Stock numbers are provided for the items that CSD does supply because they are also used for collection storage. ***NOTE: These products are not to be used for long-term storage. They are for temporary use only.***

Glassine Paper (Acid-free)

A stiff, translucent glossy paper used to cover or wrap paintings, bottles with labels, books, and objects with friable, oily, or tacky surfaces. This paper resists sticking to surfaces. Do not use with photographic negatives, prints, transparencies or slides.

Tyvek®

A slick, smooth, microporous, opaque non-woven (spun-bond) polyethylene fabric used as an alternative to glassine.

Nylon (Tightly woven fabric material)

Used as a cover over foams serving as cushioning or forming object supports. Nylon should not be used in direct contact with objects.

Tissue, Buffered Acid-Free [A11]

Used to cover or wrap general museum objects including basketry, metals and textiles made of plant derived (cellulosic) materials. Do not use with photographs, blueprints, or objects made of animal derived (proteinaceous) materials, such as leather, silk, or wool.

Tissue, Unbuffered Acid-Free [A12]

Used in the same way as buffered tissue, but specifically with photographs, blueprints, and leather, silk, wool, and other proteinaceous objects.

Mylar®

A chemically inert, clear, stable synthetic plastic (polyester) sheet material used to contain and protect large paper objects and photographs. Because it develops an electrostatic charge, never use this material with charcoal or pastel works of art or with glass plate negatives or transparencies.

Blanket Pads or Quilts

Used to cover and cushion large sculpture and furniture.

Folders, Acid-Free [Legal A15, Letter A35]

Used to cover and contain unframed prints, documents and photographs.

Air Encapsulated Laminated Plastic Wrap (Air-Cap)

Plastic (predominately polyethylene) wrap with bubbles of encapsulated air used to cushion objects and fill voids in packages. Bubble side of wrap should be faced away from the object - contact of objects with the bubbles could cause impressions to form on some objects.

Expanded Polystyrene Foam "Peanuts"

Use to fill voids in packages and as a cushioning material when packing small, lightweight objects. Works well as a general cushioning material when placed in polyethylene bags to form support pillows.

Polyethylene Foam Sheets

Lightweight, easily handled, versatile white foam that is chemically inert and has excellent shock absorption characteristics. Can be used to cushion objects, fill voids and form individual specialized supports. Foam is easily cut and can be joined using a heat gun, glue gun, or double faced tape. Available in a variety of densities, thicknesses, and textures. Ethafoam® and Volara® are examples of polyethylene foams that work very satisfactorily for object packing.

Polyurethane Foam

Foam has good thermal insulation characteristics and can be used to cushion objects and fill voids in packages. This foam is not chemically inert and should not be used with objects for extended periods of time. Foam will absorb moisture and may form toxic fumes if it catches on fire.

Boxes, Corrugated Fiberboard

Boxes come in variety of shapes, sizes and strengths to meet nearly all packing needs. Corrugated fiberboard is acidic and should not be used in direct contact with objects and should not be used to store objects for an extended period of time.

Fome-Cor®

Polystyrene foam sandwiched between two layers of clay-worked kraft liner board. Use as an inlay between prints and to stiffen packages of prints or photographs.

Polyethylene Corrugated Board

Inert, strong, waterproof, light-weight polyethylene board that can be used to fabricate special box sizes, serve as an inlay, interleaving, or stiffening sheet, and form bases for objects.

Corrugated Fiberboard (Acid-free)

An acid-free paperboard that is not waterproof but can otherwise serve the same functions as polyethylene corrugated board.

Marvel Seal®

Laminate of polyethylene, aluminum foil (for impermeability), and nylon (for puncture resistance) used as a box liner in order to construct containers with the capability to hold a microclimate.

Tape, Cellophane

Used to attach packing materials, not for closing outside of containers. Tape should not come in direct contact with objects.

Tape, Masking

Used in the same way as cellophane tape.

Tape, Nylon Filament Strapping

Use only for closing containers. Do not use to hold kraft exterior wrap of the container.

Tape, Pressure Sensitive Plastic Packing

Sticks to a variety of surfaces and shapes, good for sealing box flaps.

Tape, Twill

Used to secure wrapped objects. May be used as a replacement for pressure sensitive plastic packing tape. Twill tape should be tight enough to secure the packing materials but not tight enough to cause a pressure break to the object.

Tape, Kraft, Water-Activated

Used for sealing containers and attaching kraft exterior wrap of container.

IX. EQUIPMENT AND SUPPLY SOURCES

Equipment Sources

This list includes equipment used to store museum objects, monitor the museum environment and control environmental conditions. At least one known source is given for each item. The park should purchase the needed equipment directly using established contracts or see the accompanying Vendor Address List for addresses of sources. Equipment purchases are made using park, region or WASO funds.

Air Purifier, Portable
- Enviracaire
- Air Cleaning Specialists

Cabinet, Flammable Liquid Storage
- Federal Supply Schedule for FSC Group 71, Part III, Section C
- A & A Sheet Metal Products
- Lab Safety Supply

Cabinet, Map and Plan Filing
- GSA Special Order Program
- Foster

Cabinet, Museum Storage (standard, doublewide, wardrobe, entomology, herbarium, flat storage, and visual)
- Delta Designs Limited
- Interior Steel Equipment Company
- Lane Science Equipment Company
- Steel Fixture Manufacturing Company

Data Loggers, Electronic
- Cascade Group (ACR brand)
- Cole-Parmer Instrument Company (ACR brand)
- Controlyne (ACR brand)
- Davis Instrumentation
- Dickson Company (ACR brand)
- Herzog/Wheeler and Associates (ACR brand)
- Langan Products
- Omnidata International
- Mitchell Instruments

Dehumidifier, Portable
- Local department store
- Bry Aire

Gun Vault
- Browning Pro-Steel

High Density Moveable Aisle (Compactor) Storage Systems
- Federal Supply Schedule for FSC Group 71, Part III, Section J
- Spacesaver Corp.
- White Storage and Retrieval Systems Inc.

Humidifier, Portable
- Local department store

Hygrometer, Electronic
- Airguide Instruments (for maximum/minimum type)
- Art Preservation Services
- Cole-Parmer Instrument Company
- Davis Instrumentation
- NOVA-LYNX
- Scientific Sales

Hygrothermograph
- Art Preservation Services
- Belfort Instrument Company
- Cole-Parmer Instrument Company
- NOVA-LYNX
- Scientific Sales

Insulated Record Containers (filing cabinets), Mixed Media Containers, Mixed Media Safes, and Media Boxes (safe or filing cabinet inserts)
- Federal Supply Schedule for FSC Group 71, Part III, Section E
- Fireking International
- Kardex Systems
- Schwab Safe Company
- Sentry Group

Lab Equipment
- Fisher Scientific
- Thomas Scientific
- VWR Scientific

Meter, Visible Light (measures in footcandles or lux)
- Art Preservation Services
- Cole-Parmer Instrument Company
- Davis Instrumentation
- NOVA-LYNX
- Scientific Sales

Rack, Art Storage
- Construction Specialties
- Charles J. Dickgeisser

Rack, Pallet
- Federal Prison Industries (UNICOR)

Shelving Unit, Steel (bolt together)
- Federal Prison Industries (UNICOR)

Shelving Unit, Steel (slotted angle)
- Federal Prison Industries (UNICOR)
- Interlake Corp.

Storage Structure, Panelized Modular
- Artic Industries
- Bally Engineered Structures
- Gill Marketing
- Harford Systems
- Penn Refrigeration

Thermo-Hygrometer, Dial
- Art Preservation Services
- Conservation Materials Ltd.

Thermometer, Electronic, Infrared (remote sensing)
- Art Preservation Services
- Cole-Parmer Instrument Company
- Davis Instrumentation
- NOVA-LYNX
- Scientific Sales

UV Monitor (for measuring μW/l of ultraviolet radiation)
- Cole-Parmer Instrument Company
- NOVA-LYNX
- Scientific Sales

Vacuum Cleaners (HEPA and conventional)
- Federal Supply Schedule for FSC Group 79, Part I, Section Breuer Electric Mfg.
- Electrolux Corporation
- Eureka
- Nilfisk of America

Wire Racks, Stationary and Movable (bakers' racks)
- InterMetro Industries

Supply Sources

This list includes a variety of products that have been found useful in the management, maintenance, storage, protection, and shipping of park collections and collection records. At least one known source is given for each item. The Curatorial Services Division (CSD) office in Harpers Ferry, WV, generally is able to provide modest quantities of those items marked by an asterisk (*) at no cost to NPS areas and offices. NPS units needing such materials have only to submit a properly completed supply order form. When requested quantities are too large for CSD to fill the order, the requestor will be so notified and directed to contact one of the listed vendors to arrange for purchasing the needed items directly, using park funds. See the accompanying Vendor Address List for addresses of the listed suppliers.

This listing includes both materials useful for storing and accounting for museum collections and materials useful in packing and shipping collections. The two groups of materials are listed in separate sections, though the accompanying vendor address list includes sources from both lists. ***NOTE: Inclusion on these lists does not constitute sole-source endorsement of a particular vendor, nor are the lists guaranteed to be all inclusive.***

Section 1: Collection Storage, Treatment, and Accountability

* Accession Book
  Conservation Resources International

* Album, Photographic with Slip Case
  Archivart
  Conservation Resources International
  Hollinger Corporation
  Light Impressions
  Pohlig Brothers
  University Products

* Appliance Rollers
  Dial Industries

* Archival Containers (boxes, folders, enclosures, envelopes, etc. for storage of documents, prints, maps, and photographic prints; made of paper, plastic, and/or foil)
  Archivart
  Conservation Resources International
  Hollinger Corporation
  Light Impressions
  Pohlig Brothers
  University Products

Arsenic Test Kit
  VWR Scientific

* Bag, Interlocking Seal (Ziplock® type; various sizes)
  GSA
  Local food or department store

* Binder, Catalog Record (working and original copy styles) (See also Post, Binder)
  Elbe Products
  Looseleaf Binder Company
  McBee Loose Leaf Binders
  Optic Bindery

* Box for Cataloging Kit (plastic fishing tackle type)
  Flambeau Products

* Box, Record Storage, Paperboard (acid-free; various sizes and styles)
  Archivart
  Conservation Resources International
  Hollinger Corporation
  Light Impressions
  Pohlig Brothers
  University Products

* Box, Archeological Storage, Plastic (same size as record storage box)
  United States Corrulite Corp.

* Brush, Artist's (for cleaning museum objects)
  General Services Administration (GSA)
  Local art store

  Brush, Dusting (large and small sizes)
  General Services Administration (GSA)
  Local art store

* Calipers (for object measuring)
  General Services Administration
  Local hardware store

  Chemicals and Reagents
  Fisher Scientific
  Thomas Scientific
  VWR Scientific

* Cloth, Dust Cover
  Lowell National Historical Park
  GSA
  Local fabric store

  Conservation Supplies (resins, adhesives, etc.)
  Conservation Materials Ltd.
  TALAS

* Copy Paper, Archival
  Archivart
  Conservation Resources International
  Hollinger Corporation
  Light Impressions
  Pohlig Brothers
  University Products
  Xerox Corporation

* Drawer Pad, Polyethylene Foam
  Granite Packaging

Forms, NPS General
  Management Analysis and Control Branch, Management Services Division, WASO

* Forms, NPS Museum Collections Management
  WASO Curatorial Services Division, Harpers Ferry Office

* Furniture Wax, Butchers (light brown)
  Fitch Dustdown

* Furniture Wax, Staples (dark brown)
  H. F. Staples & Company

* Gloves, Cotton "Sure-grip"
  Hayden School Supply
  Man-How School Band Supply

* Gloves, White Cotton
  John Plant Company

* Gloves, Latex
  VWR Scientific

* Herbarium Adhesive, Folders, Mounting Sheets, Tape and Fragment Folders (acid-free)
  Herbarium Supply Company
  University Products

* Humidity Indicator Strips
  Humidial Company

* Hydrometer (for measuring specific gravity of liquids)
  Fisher Scientific
  Lapine Scientific Company
  VWR Scientific

* Hygrometer, Dial
  Airguide Instrument Company
  Art Preservation Services
  Cole-Parmer Instrument Company
  Conservation Materials Limited
  NOVA-LYNX
  Scientific Sales

* Hygrothermograph charts, ink, pen points
  Art Preservation Services
  Belfort Instrument Company
  Cole-Parmer Instrument Company
  NOVA-LYNX
  Scientific Sales

* Ink, Permanent
  General Services Administration
  Local office supply

* Insect Pins, Pinning Blocks, Trays, etc.
  BioQuip Products
  Carolina Biological Supply Company
  Wards Natural Science Establishment

Jar, Glass (various sizes, for wet natural history specimens)
  Chelsea Bottle Company
  Wheaton

* Lacquer, Clear and White (for applying catalog numbers to objects)
  Mito Packaging

* Magnetic Letters and Numbers (for use with Photo ID Stand)
  Magnetic Aids, Inc.
  Visual Systems, Inc.

* Magnet, Bar (for testing for ferrous metals)
  JobMaster Corporation

Magnet, Ceramic (for attaching plastic sheeting to steel shelves)
  Local hardware store

* Metric Scale (for use when photographing objects)
  Light Impressions

* Natural History Supplies
  BioQuip Products
  Carolina Biological Supply Company
  University Products
  Wards Natural Science Establishment

* Needles and Thread (for attaching catalog number labels to fabrics)
  Local sewing supply store

* Paper, Interleaving (acid-free)
  Archivart
  Conservation Resources International
  Hollinger Corporation
  Light Impressions
  Pohlig Brothers
  University Products

* Pen, Crowquill
  General Services Administration
  Local office supply

* Pen, Technical (Rapidograph®)
  General Services Administration

* Pencil, "H" Hardness
  GSA
  Local office supply store

* Pest (sticky) Traps
  Summit Chemical Company

* Photo ID Stand (for use when photographing objects)
  Local metal fabricating shop for special designs

* Polyester (Mylar®) Envelopes and Sheet in Rolls
  AAA Brands Plastics Manufacturers
  Archivart
  Conservation Resources International
  Hollinger Corporation
  Light Impressions
  Pohlig Brothers
  Taylor Made Company
  University Products

* Polyethylene Slide and Photo Pages and Lab Pens (for marking pages)
  Light Impressions Corporation
  University Products

* Post, Binder (various lengths)
  GSA
  Local office supply store

Psychrometer, Aspirating or Electronic
- Cole-Parmer Instrument Company
- Davis Instrumentation
- Fisher Scientific
- NOVA-LYNX
- Scientific Sales
- Thomas Scientific
- VWR Scientific

* Psychrometer, Sling
- Cole-Parmer Instrument Company
- Davis Instrumentation
- Fisher Scientific
- General Services Administration
- NOVA-LYNX
- Scientific Sales
- Thomas Scientific
- VWR Scientific

* Press, Plant
- BioQuip Products
- Carolina Biological Supply Company
- Wards Natural Science Establishment

* Respirator (face mask type for filtration of dust and/or organic vapors)
- Federal Supply Schedule Vendor
- Lab Safety Supply

* Retrofit Gasket Kit (for replacing gasket seals on cabinet doors)
- Steel Fixture Manufacturing Company

* "Roll Number" Label (for photo ID stand)
- Curatorial Services Division

* Ruler, Clear Plastic (metric and English scales)
- Local office supply store

* Sash Lock with Key (for specimen cabinets without key locks)
- Blades Lock Company
- Local hardware or building supply store

* Silica Gel
- Art Preservation Services
- Eagle Chemical Company

* Silver Protector Strips
- 3M Company

* Solar Control Film
  - Federal Supply Schedule for FSC Group 56, Part IV, Section A
  - Courtaulds Performance Films
  - Deposition Technologies Inc.
  - 3-M Company
  - Madico, Inc.
  - National Glass Coatings Company
  - Solar Screen Corporation
  - Transparent Glass Coatings Company

* Specimen Trays (various sizes)
  - Conservation Resources International
  - Hollinger Corporation
  - Light Impressions
  - Murray & Heister, Inc.
  - Pohlig Brothers
  - University Products

* Streak Plate (for identifying mineral specimens during cataloging)
  - Carolina Biological Supply Company
  - Wards Natural Science Establishment

* Tag, Rectangular (acid-free paper)
  - University Products

* Tag, Rectangular (acid-free Tyvek®)
  - University Products

* Tape Measure, cloth
  - Local sewing supply

* Tape Measure, Retractable Steel
  - General Services Administration
  - Local hardware store

* Tape, Double-Sided Adhesive (for Mylar encapsulation)
  - 3M Company

* Tape, Magnetic (for use with photo ID stand)
  - Magnetic Aids, Inc.

* Tape, Textile Marking (bias tape)
  - Local sewing supply

* Thermo-Hygrometer, Electronic, Maximum/Minimum
  - Airguide Instrument Company

Tissue, Acid-Free (buffered and unbuffered)
- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

* Tweezers (stamp handling type)
- Techni-Tool, Inc.

* UV Filter Sleeves (for fluorescent lamps)
- Conservation Resources International
- Light Impressions
- Solar Screen Corporation

* Vials, Glass and Plastic (for containing small objects or fragments)
- Fisher Scientific
- Lapine Scientific Company
- VWR Scientific

Section 2: Materials for Packing and Shipping

Air Encapsulated Laminated Plastic Wrap (Air-Cap®)
- Local moving and storage company
- Sealed Air Corporation
- Advanced Packaging Corporation

Blanket Pads or Quilts
- Local moving and storage company

Boxes, Corrugated Fiberboard (not necessarily acid-free)
- Local moving and storage company
- General Services Administration (GSA)

Corrugated Fiberboard, Acid-Free
- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

Corrugated Polyethylene Board
- United States Corrulite Corporation

Expanded Polystyrene Foam "Peanuts" or "Noodles"
- Local moving and storage company
- Sealed Air Corporation
- Advanced Packaging Corporation
- CPI Packaging

Foam, Polyethylene, Rigid
- Dow Chemical (nearest sales office)
- Sentinel Foam Products
- Stephenson and Lawyer
- Local plastics supply company

Foam, Polyethylene, Flexible
- Dow Chemical (nearest sales office)
- Sentinel Foam Products
- Stephenson and Lawyer
- Local moving and storage company
- Local plastics supply company

Foam, Polyurethane
- Stephenson and Lawyer
- Local moving and storage company
- Local plastics supply company

Folders, Acid-Free
- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

Fome-Cor®
- Archivart
- Light Impressions
- University Products
- Local plastics supply company

Glassine Paper, Acid-Free
- Archivart
- Light Impressions
- University Products

Marvel Seal® (vapor barrier film)
- Ludlow Corporation

Mylar® (polyester film)
- AAA Brands Plastics
- Light Impressions
- University Products

Nylon Fabric, Tightly Woven
- Local hardware store
- Local plastics supply company

Tape, Cellophane
- GSA
- Local moving and storage company
- Local hardware store

Tape, Masking
- GSA
- Local moving and storage company
- Local hardware or paint store

Tape, Kraft, Water-Activated
- GSA
- Local moving and storage company
- Local hardware store

Tape, Nylon Filament Strapping
- GSA
- Local moving and storage company
- Local hardware store

Tape, Pressure-Sensitive Plastic Packing
- GSA
- Local moving and storage company
- Local hardware store

Tape, Twill, Cotton
- GSA
- Local fabric store

Tissue, Acid-Free (buffered and unbuffered)
- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

Tyvek® (spun-bond polyolefin moisture barrier)
- Local building supply dealer
- Dupont Chemical (nearest sales office)

Section 3: Vendor Address List

A&A Sheet Metal Products
2166 Wisconsin Avenue, NW
Washington, DC 20007
205-265-0246

AAA Brands Plastics Manufacturers
P.O. Box 5677
Philadelphia, Pennsylvania 19129
215-438-1082

Advance Packaging Corporation
4818 Seton Drive
Baltimore, Maryland 21215
301-358-9444

Air Cleaning Specialists
180 El Camino Real
Millbrae, California 94030
800-633-4007 or 415-697-2761

Airguide Instrument Company
1110 Lake Cook Road
Buffalo Grove, Illinois 60089
708-215-7888

Archivart
7 Caesar Place
P.O. Box 428
Moonachie, New Jersey 07074
201-804-8986

Artic Industries
8207 NW 74th Avenue
Miami, Florida 33166
800-325-0123 or 305-883-5581

Art Preservation Services
253 East 78th Street
New York, New York 10021
212-794-9234

Bally Engineered Structures, Inc.
P.O. Box 98
Bally, Pennsylvania 19503
215-845-2311

Belfort Instrument Company
727 South Wolfe Street
Baltimore, Maryland 21231
301-342-2626

BioQuip Products
1320 East Franklin Avenue
El Secundo, California 90245
213-322-6636

Blades Lock Company
2335 18th St., NE
Washington, DC 20018
202-832-7100

Breuer Electric
7401 W. Lawrence Avenue
Chicago, Illinois 60656
800-822-8867

Browning Pro-Steel
P.O. Box 977
Provo, Utah 84601
801-373-2385

Bry Aire
P.O. Box 269
Sunbury, Ohio 43074
614-965-2974

Carolina Biological Supply Company
2700 York Road
Burlington, North Carolina 27215
800-334-5551 or 919-584-0381

Cascade Group
68 West Main Street
Oyster Bay, New York 11771
800-800-0588

Charles J. Dickgeisser and Company
P.O. Box 475
Derby, Connecticut 06418
203-734-2553

Chelsea Bottle Company
P.O. Box 6330
Chelsea, Massachusetts 02150
617-884-2323

CPI Packaging
240 Boundary Road
Marlboro, New Jersey 07746
908-431-3500

Cole-Parmer Instrument Company
7425 North Oak Avenue
Niles, Illinois 60714
312-647-3000

Conservation Materials Ltd.
240 Freeport Boulevard
P.O. Box 2884
Sparks, Nevada 89431
702-331-0582

Conservation Resources International
8000-H Forbes Place
Springfield, Virginia 22151
703-321-7730

Construction Specialties
P.O. Box 380
Muncy, Pennsylvania 17756
800-233-8493

Controlyn
25 North Fullerton Avenue
Montclair, New Jersey 07042
201-746-8900

Courtaulds Performance Films
P.O. Box 5068
Martinsville, Virginia 24115
703-629-1711

Davis Instrumentation
Seton Business Park
4701 Mt. Hope Drive
Baltimore, Maryland 21215
800-368-2516

Delta Designs, LTD.
P.O. Box 1733
Topeka, Kansas 66601
913-234-2244

Deposition Technologies
4550 Viewridge Avenue
San Diego, California 92123
415-484-4730

Dial Industries
1538 Esperanza Street
Los Angeles, California 90023
213-263-6878

Dickson Company
930 South Westwood Avenue
Addison, Illinois 60101
800-323-2448

Dow Chemical
Midland, Michigan 48640
517-636-1000

Dupont Chemical
Centre Road Building
Wilmington, Delaware 19898
302-774-1000

Eagle Chemical Company
P.O. Box 107
Mobile, Alabama 36601
205-452-9624

Elbe Products
P.O. Box 951
Fall River, Massachusetts 02722
617-676-8531

Electrolux Corporation
P.O. Box 191
Bristol, Virginia 24203
800-243-9078

Enviracaire
747 Bowman Avenue
Hagerstown, Maryland 21740
800-332-1110

Eureka Company
Local Distributor or
120 E. Bell Street
Bloomington, Illinois 61701
800-282-2886

Federal Prison Industries, Inc.
(UNICOR)
Metal and Wood Division
320 First Street, NW
Washington, DC 20534
202-724-3006

FireKing International
101 Security Parkway
P. O. Box 559
New Albany, Indiana 47150
812-948-8400

Fisher Scientific
7722 Fenton Street
Silver Spring, Maryland 20910
301-587-7000

Fitch Dustdown
2201 Russell Street
Baltimore, Maryland 21224
301-539-1953

Flambeau Products Corporation
P.O. Box 97
Middlefield, Ohio 44062
216-632-1631

Foster Manufacturing
414 North 13th Street
Philadelphia, Pennsylvania 19108
215-523-4855

General Services Administration
(Use national or regional GSA address
as appropriate for order)

Gill Marketing
2127 Espey Court
Crofton, Maryland 21114
410-625-2700

Granite Packaging
111 Whittendale Drive
Moorestown, New Jersey 08057
609-727-1010

H. F. Staples & Company
P.O. Box 956
Merrimack, New Hampshire 03059
603-889-8600

Hayden School Supply
P.O. Box 27777
Tempe, Arizona 85282
602-968-2670

Herbarium Supply Company
3483 Edison Way
Menlo Park, California 94025
800-348-2338

Hertzog/Wheeler and Associates
2183 Summit Avenue
St. Paul, Minnesota 55105
612-647-1035

Hollinger Corporation
P.O. Box 8360
Fredericksburg, Virginia 22404
703-671-6600

Humidial Company
P.O. Box 464
Colton, California 92324
714-825-1793

Interior Steel Equipment Co.
2352 East 69th Street
Cleveland, Ohio 44104
216-881-0100

Interlake
550 Warrenville Road
Lisle, Illinois 60532
708-719-7077

InterMetro Industries
Thomas and Second Streets
Wilkes-Barre, Pennsylvania 18705
717-825-2741

Jobmaster Corporation
9010 Liberty Road
Randallstown, Maryland 21133
301-655-1400

John Plant Company
P.O. Box 527
Ramseur, North Carolina 27316
919-824-2366

Kardex Systems
P.O. Box 171
Marietta, Ohio 45750
614-374-9300

Lab Safety Supply
P.O. Box 1368
Janesville, Wisconsin 53547
800-356-0783

Langan Products
2660 California Street
San Francisco, California 94115
415-398-7664

Lapine Scientific Company
371 Chestnut Street
Norwood, New Jersey 07648
201-768-8640

Lane Science Equipment Co.
225 West 34th Street, Suite 1412
New York, New York 10122
212-563-0663

Light Impressions Corporation
P.O. Box 940
Rochester, New York 14603
800-828-6216

Loose Leaf Binder Company
P.O. Box 6033
Philadelphia, Pennsylvania 19154
215-667-3900

Lowell National Historical Park
169 Merrimack Street
Lowell, Massachusetts 01852
508-970-5064

Ludlow Corporation
121 Fairfield Way, Suite 303
Bloomingdale, Illinois 60108
312-307-9880

Madico, Inc.
45 Industrial Parkway
P.O. Box 4023
Woburn, Massachusetts 01888
617-935-7850

Magnetic Aids, Inc.
133 North 10th Street
Patterson, New Jersey 05722
201-290-1400

Management Services Division, WASO
Management Analysis and Control Branch
ATTN: Jerry Buckbinder
National Park Service
P.O. Box 37127
Washington, DC 20013-7127
202-523-0065

Man-How School Band Supply
P.O. Box 2705
Trenton, New Jersey 08607
609-392-4895

McBee Loose Leaf Binders
10339 Annaberg Court
Burke, Virginia 22015
800-888-0823 or 703-250-2327

3M Company
Energy Control Products Division
3M Center
St. Paul, Minnesota 55144
612-733-5454

Mitchell Instruments
1570 Cherokee Street
San Marcos, California 92069
619-744-2690

Mito Packaging
1296 Lawrence Street
Rahway, New Jersey 07065
609-499-0090

Murray & Heister Inc.
10738 Tucker Street
Beltsville, Maryland 20705
301-937-5980

National Glass Coatings Company
P.O. Box 3323
Gaithersburg, Maryland 20878
301-231-7011

Nilfisk of America
300 Technology Drive
Malvern, Pennsylvania 19355
213-647-6420

NOVA-LYNX
P.O. Box 240
Grass Valley, California 95945
916-477-5226

Omnidata International
P.O. Box 3489
Logan, Utah 84321
800-321-7218

Optic Bindery
101 Dover Road
Glen Burnie, Maryland 21061
301-261-1540

Penn Refrigeration
c/o Eagle Marketing
P.O. Box 681837
Houston, Texas 77268
713-320-0591

Pohlig Brothers
Century Division
P.O. Box 8069
Richmond, Virginia 23223
804-644-7824

Read Plastics
12331 Wilkins Avenue
Rockville, Maryland 20852
301-881-7900

Scientific Sales
P.O. Box 6725
Lawrenceville, New Jersey 08648
609-584-1560

Schwab Safe Company
P.O. Box 5088
Lafayette, Indiana 47904
317-447-9470

Sealed Air Corporation
19-01 State Hwy. 208
Fair Lawn, New Jersey 07410
201-791-7600

Sentinel Foam Products
130 North St.
Hyannis, Massachusetts 02601
800-323-5005

Sentry Group
ATTN: Government Sales
2166 Wisconsin Avenue, NW
Washington, DC 20007
202-265-0246

Solar Screen Corporation
53-11 105th Street
Corona, New York 11368
718-592-8222

Spacesaver Corporation
RR 3, Box 166
Fort Atkinson, Wisconsin 53538
414-563-6362

Steel Fixture Manufacturing Co.
P.O. Box 917
Topeka, Kansas 66601
913-233-8911

Stephenson and Lawyer
P.O. Box 8834
Grand Rapids, Michigan 49508
616-949-8100

Summit Chemical Company
7657 Canton Center Drive
Baltimore, Maryland 21224
301-282-5200

TALAS
213 West 35th Street
New York, New York 10001
212-736-7744

U.S. Corrulite Corporation
205 S.E. 3rd Avenue
South Bay, Florida 33493
407-966-2089

Taylor Made Company
P.O. Box 406
Lima, Pennsylvania 19037
215-459-3099

Techni-Tool Inc.
Apollo Road
P.O. Box 368
Plymouth Meeting, Pennsylvania 19462
215-825-4990

Thomas Scientific
99 High Mill Road
P.O. Box 99
Swedesboro, New Jersey 08085
609-467-2000

Transparent Glass Coatings Co.
1959 South La Cienega Blvd.
Los Angeles, California 90034
213-870-4777

University Products
P.O. Box 101
Holyoke, Massachusetts 01041
800-628-1912

VWR Scientific
P.O. Box 66
Bridgeport, New Jersey 08014
800-234-9300

Visual Systems
1596 Rockville Pike
Rockville, Maryland 20852-1686
301-770-0500

Wards Natural Science Establishment
5100 West Henrietta Road
Rochester, New York 14692
800-962-2660 or 716-359-2502

Wheaton Glass
1000 North 10th Street
Millville, New Jersey 08332
609-825-1100

White Storage and Retrieval Systems
White Office Systems
50 Boright Avenue
Kenilworth, New Jersey 07033
201-272-8888

Xerox Corporation
ATTN: Federal Contracts
1616 North Fort Myers Drive, 17th Floor
Arlington, Virginia 22209
800-822-2200 or 202-527-7625

TEL: 304-535-6072
FAX: 304-535-6051

Curatorial Services Division
National Park Service
Building 45, Shenandoah Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Standard Museum Cabinet, Doublewide Museum Cabinet, Wardrobe Museum Cabinet, Herbarium Cabinet, Entomology Cabinet, Visual Storage Cabinet, Cabinet Sanitary Platforms, Castered Bases, Retrofit Gasket Kits*

Description: *See Sections IV and VI for descriptions*

Application: *See Sections IV and VI for applications*

Vendor: *Steel Fixture Manufacturing Company*
P.O. Box 917
Topeka, Kansas 66601

TEL: *913-233-8911*

FAX: *913-233-8477*

Contract No.: *FSS Contract #GS-28F-0018B*

Dates: *Effective until 2/28/99*

Price:	
Standard Museum Cabinet	*$ 370.00*
Standard Museum Cabinet Metal Drawer	*28.00*
Doublewide Museum Cabinet	*635.00*
Doublewide Museum Cabinet Metal Drawer	*50.00*
Wardrobe Museum Cabinet	*1,210.00*
Herbarium Cabinet - Counter Height	*500.00*
Herbarium Cabinet - Full Height	*730.00*
Entomology Cabinet	*560.00*
Visual Storage Cabinet	*Call for pricing according to size*
Cabinet Sanitary Platforms	*Call for pricing according to size*
Castered Bases	*Call for pricing according to size*
Retrofit Gasket Kits	*38.00*

Ordering Instructions: *Place an order against the contract.*

Illustration: *See Sections IV and VI*

**For orders over $15,000, Interior Steel Equipment Company (FSS Contract #GS-28F-0023B) [Address page IX:16] and Delta Designs Ltd. (FSS Contract #GS-28F-0039B) [Address page IX:15] are also on contract .*

TEL: 304-535-6072
FAX: 304-535-6051

Curatorial Services Division
National Park Service
Building 45, Shenandoah Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Hygrothermograph*

Description: *Model 37250-00; 12" H x 14" W x 6" D; a recording instrument to monitor temperature and relative humidity.*

Application: *Used to monitor temperature and relative humidity conditions in museum storage and exhibit areas.*

Vendor: *Cole-Parmer Instrument Company*
7425 North Oak Park Avenue
Niles, Illinois 60714

TEL: *800-323-4340*

FAX: *410-358-0252*

Contract No.: *WASO 1443CX-0001-92-001*

Dates: Effective until 9/30/94

Price: *$425.00 (delivered)*

Ordering Instructions: *Specify Model 37250-00 with either 7 day or 32 day rotation, two year supply of charts and felt tip points and instruction booklet.*

Illustration: *See Tools of the Trade, page VII:2*

TEL: 304-535-6072
FAX: 304-535-6051

Curatorial Services Division
National Park Service
Building 45, Shenandoah Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Portable Air Purifier*

Description: *An electric air purifier equipped with high efficiency particulate (HEPA) and activated carbon air filters.*

Application: *Used to reduce or eliminate gaseous and particulate pollutants in museum storage and exhibit areas.*

Vendors: *Enviracaire*
747 Bowman Avenue
Hagerstown, Maryland 21740

TEL: *800-332-1110*

FAX: *800-221-3248*

Contract No.: *GS-07F-3145A* **DATES:** *Effective until 9-30-94*
Model 12500 (250 cf/min filtering capacity)
Price: $129.97 (delivered)

Air Cleaning Specialists
180 El Camino Real
Millbrae, California 94030

TEL: *800-633-4007 or 415-697-2761*

FAX: *415-697-4306*

Contract No.: *GS-07F-3271A* **Dates:** *Effective until 9/30/94*
Model Medi Clean 400 (400 cf/min filtering capacity)
Price: *$306.00*

Ordering Instructions: *According to FSS instructions*

July 1994

TEL: 304-535-6072
FAX: 304-535-6051

Curatorial Services Division
National Park Service
Building 45, Shenandoah Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Superinsulated Storage Structures*

Description: *Prefabricated, panelized building system, modular sizes*

Application: *Used to construct collection storage space either inside another building or as a stand alone structure.*

Vendors: *Bally Engineered Structures*
P.O. Box 98
Bally, Pennsylvania 15903

TEL: *215-845-2311*

FAX: *215-845-6167*

Gill Marketing
2127 Espey Court
Crofton, Maryland 21114

TEL: *301-858-1100*

FAX: *301-858-1125*

Contract No.: *GS-07F-6500A*

Dates: *Effective until 9/30/96*

Price: *FSS pricing according to size. Call vendor for quote.*

Ordering Instructions: *According to FSS instructions*

Illustration: *See Tools of the Trade, page VI:6*

TEL: 304-535-6072
FAX: 304-535-6051

Curatorial Services Division
National Park Service
Building 45, Shenandoah Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Media Insert for Insulated Filing Cabinet*

Description: *UL rated 125°F-1 hour container for:*

letter size insulated files, Model TF-125T, 10-1/8" H x 10-1/4" W x 11-7/8' D - holds 40 5¼" diskettes.

legal size insulated files, Model TF-125H, 10" H x 16-3/8" W x 13-1/8' D - holds 80 5¼" diskettes.

Application: *Fits into insulated filing cabinet to contain plastic based media such as computer disks.*

Vendors: *FireKing International*
900 Park Place
New Albany, Indiana 47150

TEL: *800-457-2424*

FAX: *812-948-0437*

Contract No.: *GS-00F-9369A*

Dates: *Effective until 12/31/96*

Price: *Letter size insert - $147.50*
Legal size insert - $197.50

Ordering Instructions: *According to FSS instructions*

July 1994

TEL: 304-535-6072
FAX: 304-535-6051

Curatorial Services Division
National Park Service
Building 45, Shenandoah Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Insulated (Fire-Resistive) Filing Cabinet*

Description: *Two Drawer size - 28-7/8" H x 20-¾" W x 32-15/16" D*
Four Drawer size - 55¼" H x 20¾" W x 32-15/16" D

Application: *Used to store museum records, valuable photograph and document collections.*

Vendors: Companies on FSS schedule 71 III E (currently two companies)

FireKing International
900 Park Place
New Albany, Indiana 47150

TEL: *800-457-2424*

FAX: *812-948-0437*

Contract No.: *GS-00F-9369A*

DATES: *Effective until 12-31-96*

Price: $510.00 (Two drawer)
$785.00 (Four drawer)

Sentry Group
2166 Wisconsin Avenue NW
Washington, DC 20007

TEL: *202-265-0246*

FAX: *202-338-4702*

Contract No.: *GS-00F-9011A*

Dates: *Effective until 12/31/96*

Price: *$249.00 (Two Drawer - only 23" D)*

Ordering Instructions: *According to FSS instructions*

Illustration: *See Tools of the Trade, page VI:4*

TEL: 304-535-6072
FAX: 304-535-6051

Curatorial Services Division
National Park Service
Building 45, Shenandoah Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Air Purifier "Medi Clean 400"*

Description: *Portable air purifier having HEPA and activated carbon filters. 400 cubic feet per minute capacity.*

Application: *Used to rid air of particulate and gaseous pollutants in museum storage and exhibit areas.*

Vendor: *Air Cleaning Specialists*
Attn: J. C. Jordan
180 El Camino Real
Millbrae, California 94030

TEL: *800-633-0787*

FAX:

Contract No.: *GS-07F-3271A*

Dates: *Effective until 9/30/94*

Price: *$306.00 (fob destination)*

Ordering Instructions: *Follow Federal Supply Schedule procedures*

XI. INDEX

Accession Receiving Report 10-95 [F09] II:3
Accession Receiving Report List 10-95a [F10] . II:3
Accession Book 10-256 [F07] II:5
Accession Folder 10-255 [F06] II:5
Accession Work Sheet [F58] II:4
Acknowledge Gift Certificate [F38] II:5
Air Encapsulated Plastic Sheet VIII:2
Air Purifiers VII:4
ANCS Manual [F46] IV:4
Annotation Label 10-510 [F27] V:4
Appliance Rollers [G08] IV:4

Bag, Interlocking Seal 4x4 [A45] III:5
Bag, Interlocking Seal 6x6 [A46] III:5
Bag, Interlocking Seal 8x8 [A47] III:5
Bag, Interlocking Seal 12x12[A48] III:5
Barrier Film (Marvel Seal) VIII:3
Binder, Original Copy [F31] II:5
Binder, Working Copy [F30] II:5
Blanket Pads VIII:2
Box, Textile Storage 22x28 [A27] III:6
Box, Cataloging Kit [C01] II:1
Box, Artifact Storage, Plastic [A58] III:7
Box, Record Storage, Corr [A44] III:7
Box, Shipping VIII:3
Brush, Artist Set [C21] II:1
Brush, Dusting (Large) IV:2
Brush, Dusting (Small) IV:2

Cabinet, Doublewide Museum VI:1
Cabinet, Entomology VI:2
Cabinet, Fire Resistive (Insulated) VI:4
Cabinet, Flat Storage V:3
Cabinet, Flammable Liquid Storage VI:7
Cabinet, Gun VI:4
Cabinet, Herbarium VI:3
Cabinet, Map VI:3
Cabinet, Standard Museum VI:1
Cabinet, Utility VI:4
Cabinet, Visual Storage VI:2
Cabinet, Wardrobe VI:2
Cabinet Platforms IV:4
Calipers [C18] II:2
Catalog Record 10-254CR 3pt [F01] II:4
Catalog Record 10-254CR 2pt [F50] II:4
Catalog Record 10-254CR 1pt [F51] II:4
Catalog Record 10-254NH 3pt [F03] II:4
Catalog Record 10-254NH 2pt [F52] II:4
Catalog Record 10-254NH 1pt [F53] II:4
Centimeter Scale, Large [C32] II:3
Centimeter Scale, Small [C31] II:3
Cloth, Dust Cover IV:1
Collection Mgt Rpt 10-94 [F08] II:3
Conserve O Gram [F40] IV:4
Container List 10-96 [F11] II:4
Corrugated Fiberboard VIII:3
Copy Paper 8½x11 [A39] III:5

Data-Logger VII:2
Deed of Gift 10-830 [F16] II:5
Dehumidifier VII:4
Document Box, Letter [A18] III:6
Document Box, Legal [A19] III:6
Document Envelope 6x9 [A08] III:3
Document Envelope 9x12 [A09] III:3
Document Envelope 11x15 [A10] III:3
Drawer Pads [G06] IV:3

Egg Box Label 10-508 [F25] V:4
Expan Manuscript Folder, letter [A16] III:1
Expan Manuscript Folder, legal [A17] III:1

File Folders, Legal [A15] III:1
File Folders, Letter [A14] III:1
Foil-lined Envelope, Large [A26] III:2
Foil-lined Envelope, Small [A52] III:2
4-Fold Photo Enclosure 4x5 [A05] III:2
4-Fold Photo Enclosure 5x7 [A06] III:2
4-Fold Photo Enclosure 8x10 [A07] III:2
Foam, Polyurethane VIII:2
Fome-Core® VIII:3

Geology Label 10-504 [F21] V:4
Glassine Paper (Acid free) VIII:1
Gloves, Latex [M31] IV:1
Gloves, Sure-Grip [G18] IV:1
Gloves, White Cotton [C23] IV:1

Herbarium Blotter (Drier) [N28] V:2
Herbarium Ventilator [N27] V:2
Herbarium Folder [N03] V:2
Herbarium Fragment Folder [N04] V:2
Herbarium Adhesive [N05] V:2
Herbarium Label 10-512 [F29] V:4
Herbarium Mounting Sheets [N02] V:2
Herbarium Mounting Tape [N06] V:2
Herbarium Portfolio [N26] V:1
Humidity Indicating Strips [M16] VII:1
Humidifier VII:4
Hydrometer [N29] V:3
Hygrometer [M02] VII:1
Hygrothermograph VII:2
Hygrothermograph Charts VII:2
Hygrothermograph Ink [M17] VII:2
Hygrothermograph Pen Points VII:2

Incoming Loan Agreemt 10-98 [F13] II:4
Incoming Loan List 10-98A [F14] II:4
Ink, Black Permanent [C06] II:1
Insect Label 10-509 [F26] V:4
Insect Pin, size 000 [N20] V:1
Insect Pin, size 1 [N21] V:1
Insect Pin, size 4 [N22] V:1
Insect Pin, size 6 [N23] V:1
Insect Pinning Block [N24] V:1

TOOLS OF THE TRADE

Insect Spreading Board [N25] V:1
Insect Tray 4x1x1 [N14] V:1
Insect Tray 4x2x1 [N13] V:1
Insect Tray 4x3x1 [N12] V:1
Insect Tray 4x7x1 [N11] V:1
Interleaving Paper 11x14 [A36] III:3
Interleaving Paper 16x20 [A37] III:3
Interleaving Paper 20x24 [A38] III:3
Inventory of Museum Property 10-349 ..... II:5
Inventory of Museum Property 10-349A II:5
Inventory of Museum Property 10-349B II:5
Inventory of Museum Property 10-349C II:5
Invertebrate Label (Lg) 10-503 [F20] V:4
Invertebrate Label (Sm) 10-507 [F24] V:4

Jar, Glass V:3

Lacquer, Clear [C05] II:1
Lacquer, White [C04] II:1
List of Objects 10-95A [F10] II:3
Loan of Specimens 10-127 [F15] II:4

Magnet [C07] II:2
Magnetic Letters 1/2" [C28] II:2
Magnetic Letters 1" [C29] II:2
Magnetic Numbers 1/2" [C26] II:2
Magnetic Numbers 1" [C27] II:2
Magnifying Glass [C20] II:2
Map Folders III:3
Marvel Seal® VIII:3
Media Safe VI:5
Metric Conversion Table [C22] II:2
Metric Scales II:3
Mineral Label 10-511 [F28] V:4
Museum Handbook, Part I [F44] IV:4
Museum Handbook, Part II [F42] IV:4
Museum Handbook, Part II, App H [F59] IV:4
Museum Handbook, Part III [ ] IV:4

Needles [C16] II:1
Nylon Fabric VIII:1

Object Treatment Request 10-252 ..... II:4

Paleontology Label 10-505 [F22] V:4
Pen, Crowquil [C30] II:1
Pen, Lab [A50] III:5
Pen, Pigma II:1
Pen, Technical (Rapidograph®) [C10] II:1
Pencil "H" [C11] II:1
Pest Traps [M25] VII:5
Photo Album [A51] III:5
Photo Enclosure 4x5 [A01] III:1
Photo Enclosure 5x7 [A02] III:1
Photo Enclosure 8x10 [A03] III:1
Photo Enclosure 11x14 [A04] III:1
Photo Enclosure Box 4x5 [A23] III:6
Photo Enclosure Box 5x7 [A24] III:6
Photo Enclosure Box 8x10 [A25] III:6
Photo ID Stand 3x5 [C24] II:2
Photo ID Stand 5x8 [C25] II:2
Plant Press [N01] V:2
Plastic Screen IV:1
Poly Photo Page 4x5 [A42] III:4
Poly Photo Page 5x7 [A43] III:4
Poly Slide Page [A41] III:4
Poly 35mm Film Page [A40] III:4
Polyester (Mylar®) Envelope 4x5 [A53] III:2
Polyester (Mylar®) Envelope 5x7 [A54] III:2
Polyester (Mylar®) Envelope 8x10 [A55] III:2
Polyester (Mylar®) Envelope 11x14 [A56] III:2
Polyester (Mylar®) Roll 36x100 [A57] III:4
Polyethylene Corrugated Board VIII:3
Polyethylene Foam Sheets VIII:2
Polyethylene Sheeting IV:1
Polystyrene Pieces (Peanuts) VIII:2
Post 2-1/2" [F33] II:5
Post 3" [F34] II:5
Print Box 11x14 [A20] III:6
Print Box 16x20 [A21] III:6
Print Box 20x24 [A22] III:6
Psychrometer, Aspirated VII:3
Psychrometer, Sling [M04] VII:3
Psychrometer Wick [M18] VII:3

Racks, Art Storage VI:5
Racks, Pallet VI:5
Racks, Slotted Angle VI:6
Racks, Special VI:7
Rare Document Folder 9x11 [A13] III:3
Respirator w/filters [M19] IV:2
Retrofit Gasket Kit [G17] IV:3
Roll Number, small [C34] II:3
Roll Number, large [C35] II:3
Ruler, Clear [C14] II:1

Sash Lock [G07] IV:3
Shelving, Steel VI:5
Shelving, Wire VI:6
Silica Gel 1 unit [M06] VII:5
Silica Gel 4 unit [M07] VII:5
Silica Gel 16 unit [M08] VII:5
Silica Gel Indicator [M09] VII:5
Silver Protect Strip [M05] VII:5
Skull Vial or Box Label 10-502 [F19] V:4
Solar Control Film, Clear [M11] VII:5
Solar Control Film, Light [M12] VII:5
Solar Control Film, Dark [M13] VII:5
Specialized Storage Structure VI:6
Specimen Tray 1x2 [A28] III:5
Specimen Tray 2x3 [A29] III:5
Specimen Tray 3x5 [A30] III:5
Specimen Tray 5x7 [A31] III:5
Specimen Tray 7x11 [A32] III:5
Specimen Tray 11x14 [A33] III:5
Specimen Tray 5x29 [A34] III:5
Streak Plates [N30] V:3

Tags, Acid-free (Paper) [A59] IV:3
Tags, Tyvek® [G02] IV:3

Tape, Cellophane Packing VIII:3
Tape, Double-faced [A49] III:4
Tape, Kraft, Water activated VIII:4
Tape, Masking VIII:3
Tape, Magnetic [C33] II:3
Tape Measure, Metal [C12] II:2
Tape Measure, Cloth [C13] II:2
Tape, Nylon Filament VIII:3
Tape, Pressure-Sensitive Packing VIII:4
Tape, Textile Marking [C15] II:1
Tape, Twill VIII:4
Temporary Removal 10-97 [F12] II:4
Thermo-Hygrometer, 2" VII:1
Thermo-Hygrometer, Electronic VII:1
Thread [C17] II:1
Tissue, Buffered [A11] III:4
Tissue, Unbuffered [A12] III:4
Tools of the Trade [G05] IV:4
Tweezers [C19] II:2
Tyvek VIII:1

UV Filter Sleeves [M10] VII:4
UV Monitor VII:4

Vacuum Cleaner IV:2
Vertebrate Label 10-501 [F18] V:4
Vial, 1-dram [N07] V:3
Vial, 4-dram [N08] V:3
Vial, 8-dram [N09] V:3
Visible Light Meter VII:3

Wax, Butchers [G12] IV:2
Wax, Staples [G11] IV:2
Wet Plant Label I0-506 [F23] V:4
Wet Specimen 10-500 [F17] V:4
Worksheet, CR 10-254C [F04] II:5
Worksheet, NH 10-254D [F05] II:5

TOOLS OF THE TRADE

We thank the following companies for contributing illustrations for use in this listing:

Airguide Instrument Company

Blaydes Lock Company

Carolina Biological Supply Company

Conservation Materials Limited

Conservation Resources International

Controlyn

Crystalizations Systems, Inc.

Hollinger Corporation

Interior Steer Equipment Company

InterMetro Industries

Light Impressions Corporation

Provo Steel and Supply Company

Qualimetrics Incorporated

Steel Fixtures Manufacturing Company

Thomas Scientific

University Products

Wards Natural Science Establishment

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